



**PHILGUARANTEE**

Philippine Guarantee Corporation

## NOTICE TO PROCEED

MAY 26 2023

**MS. JOJIE R. VELINA**

**Mostaco Marketing**

68A Lalaine Bennet St.,  
BF Resort Village,  
Las Piñas City

Dear Ms. Velina:

This refers to the Notice of Award issued to you for the procurement of Various Office Supplies for the First Quarter of 2023.

Relative thereto, notice is hereby given to your company for the execution of the terms and conditions of the contract/PO/JO as herein attached.

You may coordinate with Ms. Jackie Lou M. Eugenio of Facilities and General Services Department at [jmeugenio@philguarantee.gov.ph](mailto:jmeugenio@philguarantee.gov.ph) for other concerns relevant to this requirement.

Please acknowledge receipt and acceptance of this Notice by signing on the space provided below and return the signed copy to this office the soonest possible time.

Thank you.

Sincerely,

**ALBERTO E. PASCUAL**

Head of the Procuring Entity

I acknowledge receipt of this Notice on :

5.29.2023

Name of Representative of the Bidder :

JOJIE R. VELINA

Authorized Signature :

SOLE PROPRIETOR