

NOTICE TO PROCEED

15 August 2018

CITIBIND CORP

9011 Aranga St. San Antonio Village
Makati City
Cainta, Rizal

Dear Sir:

The attached Purchase Order (PO) No. 000385 having been approved, notice is hereby given to **CITIBIND CORP** to proceed with the Procurement of Various Office Equipment- Binding Machine, according to the terms and conditions of the said PO, within fifteen (15) calendar days after receipt of this notice.

Please indicate your concurrence by signing the Notice to Proceed on the space below "Conforme" and return the same upon signing.

Very truly yours,


BGEN CARLOS F QUITA (RET)
VP for Corporate Services Group

Conforme:

ERWIN BERSABE
Authorized Representative

Date: _____

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Date: 26 Aug 2018