

**NOTICE TO PROCEED**

21 June 2024

**MS. CHAIRA B. NINO**  
Authorized Representative  
**R.I.C.H CONSUMER GOODS TRADING**  
Block 10, Lot 11, Serene Royale Residences,  
Cubcub, Capas, Tarlac


Dear Ms. Nino:

With the approval of the attached Purchase Order (PO) No. 000558, notice is hereby given to **R.I.C.H CONSUMER GOODS TRADING** to proceed with the supply and delivery of Steel Storage Rack for Official Use of Records Administration Division, according to the terms and conditions of the said PO, within thirty (30) calendar days from the receipt of this notice.


Please indicate your concurrence by signing the Notice to Proceed on the space provided below and kindly return the same within three (3) calendar days upon the signing thereof.

Thank you.

Very truly yours,

  
**ATTY. ELVIRA V. ESTANISLAO**  
Senior Vice President, CSG

Conforme:

  
**MS. CHAIRA B. NINO.**  
Authorized Representative  
**R.I.C.H CONSUMER GOODS TRADING**  
Date: 06/26/2024