

**NOTICE TO PROCEED**

09 August 2024

**MOSTACO MARKETING**  
68A Lalaine Bennet St., BF Resort Vill.,  
Las Piñas City


Dear **Ms. Velina**:

With the approval of the attached Purchase Order (PO) No. 000648 notice is hereby given to **MOSTACO MARKETING** to proceed with the supply and delivery of various Common Office Supplies for BCDA Wide use covering the 3rd Quarter of 2024, 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:



**JOJIE R. VELINA**  
**JOJIE REPIA VELINA**  
Authorized Representative  
**MOSTACO MARKETING**  
Date: 08/09/24