

**NOTICE TO PROCEED**

9 October 2024

**MS. JESSICA B. GUILLERMO**

Account Manager

**QUARTZ BUSINESS PRODUCTS CORPORATION**

15<sup>TH</sup> C.P. 9<sup>TH</sup> Ave., corner 34<sup>TH</sup> St. Bonifacio Global City

Forth Bonifacio Taguig City

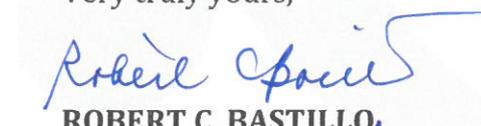
Dear **Ms. Guillermo:**

Please be informed that the attached **Purchased Order (PO# 24-10-0325)** has been approved, hence, notice is hereby given to **Quartz Business Products Corporation** that work may commence on the **PROCUREMENT OF LAPTOP COMPUTERS (G-2024-Laptop-03)**.

Upon receipt of this notice, you are responsible for the delivery and installation of aforementioned items as indicated in the said PO and in the bidding documents and TOR.

Please acknowledge the receipt and acceptance of this notice by signing in the space provided below and thereafter return this notice to us.

Very truly yours,

  
**ROBERT C. BASTILLO**  
President and CEO

I acknowledge receipt of this Notice on :October 16, 2024

Name of the Representative of the Bidder : JESSICA B. GUILLERMO

Authorized Signature

