



Office of the President of the Philippines
COMMISSION ON FILIPINOS OVERSEAS



April 6, 2018

NOTICE TO PROCEED

ISLAND COVE HOTEL AND LEISURE PARK
Binakayan, Kawit, Cavite

THRU: Ms. ELAINE BAUTISTA
Account Manager
Island Cove Hotel and Leisure Park

Dear Ma'am.

Please be informed that per attached Agreement (Purchase Order No. 2018-04-023 dated 4 April 2018), we hereby notify you that your Office may commence work on the project "Rental of Venue, Accommodation and Provision of Meal for the 2018 CFO Team Building.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and In accordance with the Delivery schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Commission on Filipinos Overseas.

Very truly yours,

USEC. ASTRAVEL PIMENTEL-NAIK
Executive Director

I acknowledge receipt of this notice on
Name of the Representative of the Bidder
Authorized Signature

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within three (3) calendar days from the date of the approval of the contract.