



Office of the President of the Philippines  
**COMMISSION ON FILIPINOS OVERSEAS**



March 1, 2018

**NOTICE TO PROCEED**

**TOYOTA OTIS, INC.**  
 1771 Paz M. Guanzon St. Bargangay 831  
 Paco, Manila

**THRU: Ms. SHEN PADILLO**  
 Marketing Professional  
 Toyota Otis, Inc.

Dear Ma'am.

Please be informed that per attached Agreement (Purchase Order No. 2018-02-014 dated 20 February 2018), we hereby notify you that your Office may commence work on the project "Supply and Delivery of one (1) unit Multi-purpose Vehicle (MPV) for CFO.

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.

