



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**PHILIPPINE NATIONAL POLICE  
INTELLIGENCE GROUP**  
Camp BGen Rafael T Crame, Quezon City



**NOTICE TO PROCEED**

November 24, 2022

**MS MA. VICTORIA J. DONA**  
MVJD Trading  
1591 Leon II Alvarez Extn.  
Tondo, Manila

Dear Ms. Dona:

The attached Purchase Order having been approved, notice is hereby given to **MVJD Trading** the delivery shall commence for the **Office Supplies Expenses** under ITB # **5020301000-96-SSR-22** effective on **November 24, 2022** or within seven working days after the receipt of this notice.

Thus, you shall be responsible to perform the services under the terms and conditions of the Agreement and in accordance with the Schedule of Requirements.

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 **Philippine National Police Intelligence Group**.

Very truly yours,

  
**ANDREW D. CAYAD**  
Police Brigadier General  
Director, IG

I acknowledge the receipt of this notice on \_\_\_\_\_

Name of the Representative of the Bidder: MA. VICTORIA J. DONA

Authorized Signature: 