



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



December 23, 2022

NOTICE TO PROCEED

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 # 5020301000-129-M1ELCAC-21 effective on **December 23, 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: _____

Authorized Signature: _____