



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 13
Capitol Site, Butuan City 8600

NOTICE TO PROCEED

NTP No. **PB 12-1048**

Date: 01-14-25

HERRY E. BASAÑEZ

Authorized Representative
METRO COOLAIRE TRADING CORPORATION
Block 2 Lot 2 Westfield Homes Subdivision
Iponan, Cagayan de Oro City

SIR:

The attached Purchase Order having been approved, notice is hereby given to **METRO COOLAIRE TRADING CORPORATION** for the Supply and Delivery of **Various Office Equipment** with PO# **24-12-1676 PB** dated **12/27/2024** in the total amount of **One Million Sixty-Four Thousand Three Hundred Fourteen Pesos & 27/100 Only (₱1,064,314.27)**. Delivery period is within **Thirty (30)** calendar days upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract and in accordance with the Implementation Schedule. Please be reminded that you are to mandated to notify the Head of the Procuring Entity through Administrative Division on the schedule of delivery two (2) weeks before actual delivery. Delivery schedule should be within office hours and during working days.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below and return the same to DA-Caraga.

Very truly yours,


ARLAN M. MANGELEN
Regional Executive Director

I acknowledge receipt of this Notice on:

Name of the Representative of the Bidder:

Position/Designation:

Signature:

01/15/25

Herry E. Basañez

Sales Manager

