

29 July 2022

REIMER L. FORTUNA
Authorized Representative
QUARTZ BUSINESS PRODUCTS CORPORATION
15th Floor Capital House Building
9th Avenue corner 34th Street Global City
Taguig City 1630

Subject: **NOTICE TO PROCEED**
Procurement for the BCDA IT Equipment 2022

Dear **Mr. Fortuna**:

With the approval of Purchase Order (PO) No. 002644, notice is hereby given to **QUARTZ BUSINESS PRODUCTS CORPORATION**, to proceed with the Procurement of BCDA IT Equipment 2022 (Notebook 13" High End), according to the terms and conditions of the said PO, within 150 calendar days upon receipt of this notice.

Please indicate your concurrence by signing the Notice to Proceed on the space below "Conforme" and return the same upon signing.

Very truly yours,


AILEEN AN. R. ZOSA 08-25-2022
President and CEO

Conforme:


REIMER L. FORTUNA
Authorized Representative
QUARTZ BUSINESS PRODUCTS CORPORATION
Date: 8/5/22