

\_\_\_ December 2024

**MS. RUFFA A. MIGUEL**  
Authorized Representative  
**KOLLAB GURU GROUP, INC.**  
G/F 18 BSA Twin Towers,  
Bank Drive, Ortigas Center,  
Mandaluyong City

Subject: **NOTICE TO PROCEED**  
*Procurement of the Annual Subscription of Cloud Document  
Services Platform (AODocs) for the Knowledge Management System*


Dear **Ms. Miguel**:

In connection with the approval of the Purchase Order (PO) No. 000895, for the *Annual Subscription of Cloud Document Services Platform (AODocs) for the Knowledge Management System*, notice is hereby given to **KOLLAB GURU GROUP, INC.**, to proceed with its undertaking to deliver the said subscription license, in accordance with the terms and conditions provided in the said PO.


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

Thank you.

Very truly yours,

  
**ATTY. GISELA Z. KALALO**  
Executive Vice President  
Date: \_\_\_\_\_

Conforme:

  
**RUFFA A. MIGUEL**  
Authorized Representative  
**Kollab Guru Group, Inc.**  
Date: 12/23/24