

NOTICE TO PROCEED

5 August 2025

JOJIE REPIA VELINA
Authorized Representative
MOSTACO MARKETING
68A Lalaine Bennet St. Brgy. Talon
Dos Las Piñas City

Dear **Ms. Velina:**

With the approval of the attached Purchase Order (PO) No. 001268, notice is hereby given to **MOSTACO MARKETING** to proceed with the Supply and Delivery of Office Supplies for BCDA Wide Use for 3rd Quarter (Item 4, 5, and 6) according to the terms and conditions of the said PO, within fifteen (15) calendar days upon receipt of this notice.

Please indicate your concurrence by signing the Notice to Proceed on the space provided below and kindly return the same within three (3) calendar days upon the signing thereof.

Thank you.

Very truly yours,


ATTY. ELVIRA V. ESTANISLAO
Senior Vice President, CSG

Conforme: 
JOJIE R. VELINA

JOJIE REPIA VELINA
Authorized Representative
MOSTACO MARKETING

Date: Aug 6, 2025