



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

June 30, 2017

Mr. STEPHEN BRADLEY O. SEE

Sales Manager
Stanley Bradley Trading, Inc.
1029/31 A. Mabini St., Ermita, Manila

NOTICE TO PROCEED

Dear Mr. See:

In view of the approval of the attached Contract Agreement, notice is hereby given to **STANLEY BRADLEY TRADING, INC.** that contract implementation on the **CY 2017 Office Supplies** shall commence following the schedule below.

CY 2017 Office Supplies	Delivered, Weeks/Months
Items in the 1 st Quarter	10 calendar days after the date of receipt of Notice to Proceed
Items in the 2 nd Quarter	
Items in the 3 rd Quarter	On or before August 20, 2017
Items in the 4 th Quarter	On or before November 20, 2017

Upon receipt of this notice, you are responsible in performing the services required under the terms and conditions of the said Agreement and in accordance with the Implementation Schedule provided.

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 **PAMANTASAN NG LUNGSOD NG MAYNILA**.

Very truly yours,

(Sgd.)

Mr. CARMELO B. DELA CRUZ
Vice-President for Administration

I acknowledge receipt of this Notice on _____ (date of receipt)

Name of the Representative of the Bidder: _____

Authorized Signature: _____

