



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



## NOTICE TO PROCEED

November 5, 2020

**MR. VINCENT Q. DE LEON**

*Authorized Representative*

**MinutePress Office and School Supplies Trading**

Blk 48 Lot 4 Karunungan St., Karangalan Village, Cainta, Rizal

**SIR:**

The attached approved **Contract Agreement** in this **Notice to Proceed** is hereby given to **MinutePress Office and School Supplies Trading** that service may proceed on the “**Supply and Delivery of PC Components and Other IT Equipment for Schools Division Office – Marikina City Use,**” effective immediately.

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

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 SDO-Marikina City, Shoe Avenue, Sta. Elena, Marikina City.

Very truly yours,

  
**SHERYLL F. GAYOLA**

*Asst. Schools Division Superintendent*

*OIC, Office of the Schools Division Superintendent*

I acknowledge receipt of this notice on: 11/5/2020

Name of the Representative of the bidder: VINCENT DE LEON

Signature of the authorized Representative: 