



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. 10
Cagayan de Oro City

(088) 858-29-94/858-21-74
www.coa.gov.ph

NOTICE TO PROCEED

March 3, 2020

The Manager
Crown Paper and Stationary
Velez Street, Cogon
Cagayan de Oro City

Dear Sir/Madam:

The attached Purchase Order No. 2020-02-25b having been approved, notice is hereby given to Crown Paper and Stationary, that work may commence on the supply and delivery of Fastener, Car Freshener and Multi-Insect Killer at COA Region 10, Cagayan de Oro City, effective 3 days, upon the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions stipulated in the Request for Quotation and in the approved Purchase Order.

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 Commission on Audit Regional Office No. 10, Carmen, Cagayan de Oro City.

Very truly yours,

[Handwritten Signature]
CELSO L. VOCAL
Regional Director

3-10-2020

Date of Notice

Acknowledgement *[Handwritten Signature]*

[Handwritten Signature]

Name and Signature of
Bidder's Representative