



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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**OFFICE OF THE MAYOR**

**NOTICE TO PROCEED**

November 16, 2021

**ARSENIA COMMERCIAL CENTER**  
Looc, Romblon

Dear Sir/Madame:

The attached *Purchase Order* having been approved, notice is hereby given to **ARSENIA COMMERCIAL CENTER – Looc, Romblon** that the **supply and delivery of materials** may proceed on the **Establishment of Disaster Operation Center Extensions in Barangay Danao Sur** effective on two (2) days after the receipt of this notice.

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 the Municipal Government of Santa Fe, Romblon.

Very truly yours,

  
**ELSIE D. VISCA**  
Municipal Mayor  
(Head of the Procuring Entity)

I acknowledge receipt of this Notice on 11/16/2021

Name of the Representative of the Bidder: **ARSENIA COMMERCIAL CENTER**

Authorized Signature:  \_\_\_\_\_