



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

**NOTICE TO PROCEED**

**ZY TRADING**  
Alcantara, Romblon

Dear Sir/Madame:

The attached *Purchase Order* having been approved, notice is hereby given to **ZY TRADING – Alcantara, Romblon** that the supply and delivery of goods may proceed on the **Purchase of Office Supplies (SEF)** 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 \_\_\_\_\_

Name of the Representative of the Bidder: **ZY TRADING – Alcantara, Romblon**

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