



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF ANDA**  
BIDS AND AWARDS COMMITTEE

**NOTICE TO PROCEED**

February 23, 2023

**NATANIEL DON ELACION**

Manager

**RICHDON OFFICE SUPPLIES AND EQUIPMENT TRADING**

Binmaley, Pangasinan

Dear Sir:

The attached Purchase order having been approved, notice is hereby given **RICHDON OFFICE SUPPLIES AND EQUIPMENT TRADING** that delivery may proceed of the **PROCUREMENT OF OFFICE SUPPLIES AND MATERIALS UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTING** upon acknowledge receipt and acceptance 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 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 Municipality of Anda.

Very truly yours,

**HON. JOGANIE C. RARANG**  
*Municipal Mayor*

I acknowledge receipt of this Notice on

Name of Representative of the Bidder: Nataniel Elacion

Signature: [Signature]