



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**



**NOTICE TO PROCEED**

February 19, 2025

**MS. MICHELLE V. OLIVEROS**

Sales Manager

**Commerce Asia Inc.**

2/F Vazquez -Madrigal Plaza,

#51 Annapolis Street, 1500 Greenhills,

San Juan City

**Dear Ms. Oliveros:**

Notice is hereby given to **Commerce Asia Inc.**, that performance for the project: "**Supply and Delivery of Consumables of Fargo ID Printer Machine for the PSC Permanent Employees, COS, and PSC Consultants for FY 2025**" shall commence effective on the date after receipt of this notice.

As such, the **Commerce Asia Inc.** is responsible for performing the required services as stipulated under the terms and conditions of the attached Purchase Order and in accordance with the Implementation Schedule as noted.

Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per COA Circular No. 2023-004 dated June 14, 2023, you are required to submit the following upon delivery and acceptance of the: "**Supply and Delivery of Consumables of Fargo ID Printer Machine for the PSC Permanent Employees, COS, and PSC Consultants for FY 2025**":

1. Letter of Request for Payment and
2. Posting / submission of Warranty Security in the form of cash or bank guarantee which is one percent (1%) of the total contract price and with a minimum holding period of three (3) months for expendable supplies and one (1) year for semi / non-expendable supplies.

Very truly yours,

  
**RICHARD E. BACHMANN**  
Chairman

Conforme:

  
**MS. MICHELLE V. OLIVEROS**

Sales Manager

**Commerce Asia Inc.**

2/F Vazquez -Madrigal Plaza,

#51 Annapolis Street, 1500 Greenhills,

San Juan City

FEB 27, 2025  
Date