



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



**NOTICE TO PROCEED**

March 4, 2025

**MS. FLORIDA G. SANTIAGO**

Supervisor

**Mr. G. Metal Embossing Contractor**

11 Oro Tugatog, Malabon City

**Dear Ms. Santiago:**

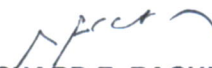

Notice is hereby given to **Mr. G. Metal Embossing Contractor** that performance for the project ***Supply and Delivery of Customized Shadow Box Plaques for the PSC Retirees – FY 2025*** shall commence effective on the date after receipt of this notice.

As such, the **Mr. G. Metal Embossing Contractor** 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 Customized Shadow Box Plaques for the PSC Retirees – 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 like in the case of this project.

Very truly yours,

  
**RICHARD E. BACHMANN**  
Chairman 

Conforme:

  
**MS. FLORIDA G. SANTIAGO**  
Supervisor  
**Mr. G. Metal Embossing Contractor**  
11 Oro Tugatog, Malabon City

3/7/25  
Date