



Republic of the Philippines
Department of Education

NOTICE TO PROCEED

September 11, 2025
 Date

ANGELICA S. STO. TOMAS

Sales Manager

ELEV8 TRADING AND MARKETING CORPORATION

6th Floor, Vernida IV Building, 128 L.P. Leviste St.

Salcedo Village, Brgy. Bel-Air, Makati City

Email Address: jhanna.sim@elev8trading.com.ph

Project No.: **2025c-AdmS2(015)-BVI-NPSVP-043**

Project: **Supply and Delivery of Toners and Cartridges**

Dear **Ms. Sto. Tomas**:

The attached **Purchase Order** of the above project for Lot no. 4, bearing no. **2025c-AdmS2(015)-BVI-NPSVP043-P024** in the amount of **PHILIPPINE PESOS NINETY-TWO THOUSAND, EIGHT HUNDRED SEVENTY-SIX and 00/100 (Php92,876.00)** only, having been approved, this Notice is hereby issued to **ELEV8 TRADING AND MARKETING CORPORATION** that the firm's performance of its contractual obligation shall commence effective from the date of receipt of this Notice by the firm.

Therefore, the firm is responsible for performing said obligations in accordance with the terms, conditions, and implementation schedule of the **Purchase Order**.

Kindly acknowledge receipt and acceptance of this Notice by signing in the space provided below.

Very truly yours,

ATTY. JOSEPH CONRAD B. DE RAMA

Director IV

Administrative Service

Head of Procuring Entity

I acknowledge receipt of this Notice on:

Name of the Representative of the Supplier:

Authorized Signature:

SEPTEMBER 11, 2025
ANGELICA S. STO. TOMAS

Encl.: As stated

JRP - ABA - JAD - JRY - SLA



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