

Standard Form Number: SF-GOOD-\_\_\_  
Revised on: May 24, 2004

September 14, 2020 **NOTICE TO PROCEED**

**MR. ROY A. MANGUBAT**  
Proprietor/Manager  
Need Ink Sales and Services  
288 P. Rodriguez St., Poblacion,  
Lapu-Lapu City, Cebu

Dear Mr. Mangubat:

The CONTRACT having been approved, notice is hereby given to **NEED INK SALES AND SERVICES** to commence the **PURCHASE OF TONERS/INKS CARTRIDGES FOR THE EXISTING PRINTERS OF 4PS (Lot 1 to 3) PER CONTRACT NO. 2020-07.**

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 Department of Social Welfare and Development.

Very truly yours,

**ARNEL B. GARCIA, CESO II**  
Regional Director

I acknowledge receipt of this Notice on: Sept 21, 2020

Name of the Representative of the Bidder: Ruby Alarido