



Republika ng Pilipinas  
PAMAHALAANG LUNGSOD NG TACLOBAN  
(City Government of Tacloban)  
Kanhuraw Hill, Tacloban City 6500  
Tel. Nos. 325-3950

### NOTICE TO PROCEED

April 8, 2020

**BXU COPY TRADING & ENTERPRISES CORPORATION**  
Door 7 Village Center, Quarry-Salazar Sts., Brgy. 44-A  
Tacloban City

Sir:

We are glad to inform you that your company, **BXU COPY TRADING & ENTERPRISES CORPORATION** has been awarded the contract for the **Procurement of Office Supplies and Consumables Lot 1**, at a contract price in Pesos: **Fifteen Thousand Eight Hundred Forty Pesos & 00/100 (P15,840.00) only.**

You may therefore begin to carry on the delivery of goods according to the terms & conditions we have agreed upon in the contract. Prior to delivery of goods you are hereby required to inform the designated Project Head and the Office of the City General Services Office. Failure, thereto, will mean non-processing of payment related to the above transaction.

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 City Government of Tacloban.

Very truly yours,

By the authority of the City Mayor:

**ALFRED S. ROMUALDEZ**  
City Mayor  
Head of the Procurement Office  
City Administrator

I acknowledge the receipt of this notice on  
Name of the Representative of the Bidder  
Authorized Signature

: \_\_\_\_\_ 4-8-2020  
: ROMAN ESPINOSA JR.  
: \_\_\_\_\_