



Philippine Rice Research Institute  
Central Experiment Station  
Maligaya, Science City of Muñoz, 3116 Nueva Ecija

Office of the Division Head  
PMD-1

## NOTICE TO PROCEED

December 15, 2021

**ANNA MAY REYES**

Sales Representative

Infoworx Inc.

Door 2, ANPN Bldg. McArthur Highway, Brgy. San Roque, Tarlac City

Dear Sir/Madam,

In accordance with our signed Purchase Order/Contract, notice is hereby given to Infoworx Inc. to proceed with the Supply and Delivery of Inks for Heavy Duty Printers under PO # 2021-12-0842. We will be expecting delivery of the items indicated in the PO not later than 30 calendar days upon receipt of purchase order.

In relation thereto, you are hereby responsible for performing the services or delivering the goods under the terms and conditions of the PO.

Please acknowledge receipt and acceptance of this notice by signing the space provided below. Kindly return a signed copy thru fax (044-456-0650), email (pmd-pom@mail.philrice.gov.ph), or courier to the Philippine Rice Research Institute, Commission on Audit.

Thank you very much.

Very truly yours,

**Glenda DC. Ravelo**

Division Head, PMD-1

## ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on: DECEMBER 15, 2021

Name of the Representative of the Bidder: ANNA MAY R. REYES

Authorized Signature: \_\_\_\_\_

*[Signature]*

### For Contract Management Use Only

☐ Issued/Served

☐ Conformed

☐ Delivery Confirmed

☐ Database Updated