



Philippine Rice Research Institute
Central Experiment Station
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.

NOTICE TO PROCEED

March 23, 2022

MS. RUBY JANE SOLOMON

Marketing Head

Kairus Phil's Tra-ding Consumer Goods Retailing

Phase 1, Block 7, Lot 3, Ilesh St., Lavanya Subd., Brgy Bacao II, General Tria, Cavite

Dear Sir/Madam,

In accordance with our signed Purchase Order/Contract, notice is hereby given to Kairus Phil's Tra-ding Consumer Goods Retailing to proceed with the Supply and Delivery of Common Janitorial Supplies (OC 22-01-07) under PO # 2022-03-0175. We will be expecting delivery of the items indicated in the PO not later than 15 calendar day(s) 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, Procurement Management Division.

Thank you very much.

Very truly yours,

Glenda DC. Ravelo
Glenda DC. Ravelo

Division Head, PMD

ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on: March 28, 2022

Name of the Representative of the Bidder: Ruby Jane S. Solomon

Authorized Signature: [Signature]

For Contract Management Use Only

☐ Issued/Served

☐ Conformed

☐ Delivery Confirmed

☐ Database Updated