



Philippine Rice Research Institute

Bicol Branch Station
Batang, Ligao City, 4504 Albay

Quality Rice. Quality Life.

NOTICE TO PROCEED

MR. SANTIAGO R. MORANO

OWNER

Santis Catering Services

Poblacion Claveria Masbate

Dear Sir/Madam,

In accordance with our signed Purchase Order/Contract, notice is hereby given to Santis Catering Services to proceed with the Procurement of Meals and Snack for the conduct of training on short courses on Pest & Nutrient Management in Claveria, Masbate on March 6-10, 2023 under PO # 0000-03-0001. We will be expecting delivery of the items indicated in the PO not later than within 5 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 ((052)-431-0122), email (bcolbac.secretariat@mail.philrice.gov.ph), or courier to the Philippine Rice Research Institute, Bicol Branch Station.

Thank you very much.

Very truly yours,

Victoria C. Lapitan
Director I

ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on: 3-6-22

Name of the Representative of the Bidder: SANTIAGO R. MORANO JR.

Authorized Signature: [Signature]

For Contract Management Use Only

☐ Issued/Served

☐ Conformed

☐ Delivery Confirmed

☐ Database Updated