



**DEPARTMENT OF AGRICULTURE**  
**Regional Field Office 10**

Antonio Luna St., Cagayan de Oro City  
PABX (Telefax) No. (088)231-3496; (088) 856-2753 to 55  
Email Address: agri10cdo@gmail.com

---

---

**NOTICE TO PROCEED**

December 28, 2017

**JOECILYN L. DIVIDINA**

Manager  
ELMAR MARKETING  
No. 21 Mercury St. Rabago Subd., Villaverde  
Iligan City

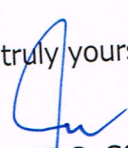
Dear Ms. Dividina,

The attached Contract Agreement having been approved, notice is hereby given to **ELMAR MARKETING** for the Supply and Delivery of **Laboratory Supplies and Materials** to be delivered within **thirty (30) calendar days** at **NMACLRC, Dalwangan, Malaybalay City, Bukidnon**, in the total amount of Two Million Two Hundred Sixty Four Thousand Five Hundred Sixty Five Pesos (**Php2,264,565.00**), that contract effectivity date shall be **December 28, 2017** or shall not be later than seven (7) calendar days from its issuance.

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 be reminded that you are mandated to notify the Head of the Procuring Entity through Administrative & Finance Division on the schedule of delivery two (2) weeks before actual delivery. Delivery schedule should be within office hours and during working days.

Please acknowledge receipt of this notice by signing both copies in the space provided below. Keep one copy and return the other to the DEPARTMENT OF AGRICULTURE – RFO 10, Cagayan de Oro City.

Very truly yours,

  
CARLENE C. COLLADO, CPA  
Director III  
OIC, Regional Director  
Date \_\_\_\_\_

I acknowledge receipt of this Notice on: \_\_\_\_\_

Name of the Authorized Representative of the Bidder: Joecilyn L. Dividina

Position/Designation: Sales Manager

Signature: 