



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**NOTICE TO PROCEED**

07 November 2023

**MS. MARIA CRISMA EDITHA D. MAXWELL**  
*Authorized Representative and Managing Officer*  
**K2C GENERAL MERCHANDISE**  
Cabangan 20, Legazpi City, Albay 4500, Philippines  
[chrisma@quanbyit.com](mailto:chrisma@quanbyit.com)

**Dear Ms. Maxwell:**

The attached Contract having been approved; notice is hereby given to **K2C General Merchandise** that performance on the "**Procurement of Server for the Document Management System (DMS) for GPPB-TSO** in an amount of **One Million Ninety-Eight Thousand Seven Hundred Twenty Pesos (PhP1,098,720.00)** shall commence effective on the date of receipt of this Notice.

Upon receipt of this notice, you are responsible for performing the service to be delivered within **75 calendar days** under the terms and conditions provided in the Contract Agreement No. CA-AD-2023-006.

Please acknowledge receipt of this notice by signing on the space provided below.

Sincerely yours,

Date: 2023.11.07  
11:52:39 +08'00'

**ROWENA CANDICE M. RUIZ**  
*Executive Director V*

**Received By:**

  
Maria Crisma Editha Maxwell  
Authorized Managing Officer  
K2C General Merchandise

NOV 09 2023