



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila

24 November 2023

**MS. JESSICA B. GUILLERMO**

Authorized Representative  
Quartz Business Products Corp.  
15th Flr. Capital House Bldg.  
BGC, Taguig City

**SUBJECT: Notice to Proceed**  
Supply and Delivery of Various HP Toner Cartridges for the  
Bureau of the Treasury / ITB-23-2023-G

Dear **Ms. Guillermo:**

Having approved the attached Agreement, notice is hereby given to the Quartz Business Products Corp., that performance/delivery of the goods/services may commence for the Supply and Delivery of Various HP Toner Cartridges for the Bureau of the Treasury effective from receipt of this Notice to Proceed.

With the receipt of this notice, you are responsible for performing/delivering the goods/services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule and the Terms of Reference.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Bureau of the Treasury.

Thank you.

Very truly yours,

**SHARON P. ALMANZA (Sgd.)**  
OIC - Treasurer of the Philippines

CONFORME:

\_\_\_\_\_  
(Printed Name & Signature)

\_\_\_\_\_  
(Date)