



April 7, 2022

DEARJOHN SERVICES, INC.
27 DEARJOHN Building 2
Presidents Avenue, BF Homes
Paranaque City
Tel. No.(02) 8478-1750
Email Address:dearjohnsi2007@yahoo.com

Attention: **MS. BERNADETTE P. GARIN**
Finance Manager

Dear Ms. Garin:

Subject: NOTICE TO PROCEED

We are pleased to inform you that the Service Contract for the Procurement of Janitorial Services for Three (3) Years for PAGCOR Imus Complex under ITB No. FB21-08-009COR has been signed by the contracting parties.

Thus, we are issuing this Notice to Proceed for you to commence with the performance of your obligations under the contract within Ten (10) calendar day upon receipt of this notice. The Service Contract shall be effective for a period of three (3) years.

Moreover, you shall deliver to PAGCOR's premises the complete set of brand new equipment listed and specified in the contract, required janitorial supplies and materials within ten (10) calendar days from receipt of this notice. The succeeding deliveries of the required supplies and materials shall be within the first five (5) calendar days of the month, quarter or semester, as the case may be.

You may coordinate with Sr. Facilities Management Officer, Hector P. Villamero of our Facilities Management and Engineering Department, at (02) 8529-8626, for the specific details of their requirement.

Kindly acknowledge receipt of this letter and email to Sheryll.Despues@pagcor.ph.

We look forward to the completion of this project to our mutual satisfaction.

Thank you.


Very truly yours,


ALBERTO O. REGINO JR.
Chief of Staff

/CDN/sqd

cc: BAC 1
FMED

Received:


BERNADETTE P. GARIN
Printed Name and Signature
Finance Manager
Position
4/25/22
Date