



## NOTICE TO PROCEED

**MS. CARLA JEAN L. CRUZ**  
 Authorized Representative  
**MAROON STUDIOS, INC.**  
 Unit 1218 12F Corporate 145 Building, 145  
 Mother Ignacia Avenue, South Triangle,  
 Quezon City  
 Telephone: 0932-8938-1407  
 Email: info@maroonstudios.com

Dear **Ms. Cruz**:

The attached Letter Order having been approved, notice is hereby given **MAROON STUDIOS, INC.** that performance on the *SUPPLY, DELIVERY AND COMMISSIONING FOR ONE (1) YEAR SUBSCRIPTION OF EMAIL AND COLLABORATION TOOL FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)* under **Public Bidding NO. 012-2023** shall commence effective on the date of receipt of this Notice:

LOT	ITEM DESCRIPTION	QTY / UOM	UNIT PRICE	TOTAL PRICE
1	ONE (1) YEAR SUBSCRIPTION OF EMAIL AND COLLABORATION TOOL	1 lot	P 4,881,401.36	P 4,881,401.36
<b>Amount in words:</b> Four Million Eight Hundred Eighty-One Thousand Four Hundred One Pesos and Thirty Six Centavos				

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Letter Order/Contract and in accordance with the Delivery Schedule.

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

Very truly yours,

**Signature Redacted**

**MARIA TERESITA M. SEMANA**  
 Director IV - PhilGEPS Group

Date of receipt of this Notice:

June 21, 2023

Name of Authorized Representative:

Carlo Jean L. Cruz

Signature of Authorized Representative:

**Signature Redacted**





Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**  
RR Road, Cristobal Street, Paco, Manila



**LETTER ORDER No. : PO23-00262**

**MAROONSTUDIOS INC.**  
Unit 1218 12F Corporate 145 Building  
145 Mother Ignacia Avenue,  
South Triangle, Quezon City

Date : June 14, 2023  
Bidding No : PB012-2023  
Date of Opening : May 11, 2023

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. \_\_\_\_\_ dated \_\_\_\_\_ subject to the Terms and Conditions enumerated below.

ITEM	QTY	UNIT	ARTICLES/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	lot	<p>SUPPLY, DELIVERY AND COMMISSIONING FOR ONE (1) YEAR SUBSCRIPTION OF EMAIL AND COLLABORATION TOOL FOR PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)</p> <p>* PR23-0206 * for ITSD use</p> <p>* NOA No. INTBAC-035-23 * Resolution No. PS-BAC-23-05-18</p> <p>* A warranty covered by either retention money or special bank guarantee equivalent to at least 1% of the payment on the contract price shall be required for a period of one (1) year after acceptance (if applicable)</p> <p>----- - Subject to Expanded Withholding Tax, Creditable Withholding Tax and Other Percentage Taxes Reference: RA 10963, RA 9337, Revenue Regulation Nos. 13-18, 11-18, 16-05, 14-02, 12-01 and 2-98.</p>	4,881,401.36	4,881,401.36

Price Validity: 0 Calendar Days Total Amount: Php 4,881,401.36

Place of Delivery : RR Road Cristobal St. Paco Manila	Delivery Instruction : within fifteen (15) calendar days upon receipt of Notice to Proceed (NTP)
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Certified Correct: Signature Redacted  
**ABIGAIL ANN O. ALICDAN-ESPERE**  
OIC, GSD Date \_\_\_\_\_

FUNDS AVAILABLE **Php 4,881,401.36** Signature Redacted  
**LADY LOU A. GIMENO**  
OIC Chief Accountant

APPROVED BY: Signature Redacted  
**PHILIP JOSEF T. VERA CRUZ**  
Director IV, Operations Group Date 6/20/23

Su Signature Redacted by:  
**Carla Jean L. Cruz** Date June 21, 2023