



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

BIDS AND AWARDS COMMITTEE
NOTICE TO PROCEED

02 OCT 2025

MA. RAYLI D. CORPUZ

Proprietor

RAYZEN OFFICE AND SUPPLIES TRADING

Dr. 1, LYNDMART Bldg., Generoso Cervantes St.,
Bo. Obrero, Davao City

Dear **Ms. CORPUZ**:

The attached Contract Agreement having been approved, notice is hereby given to **RAYZEN OFFICE AND SUPPLIES TRADING**, that services may commence on the **SUPPLY & DELIVERY OF TURBO MINI HANDHELD FAN FOR THE TEACHERS' SUMMIT CUM NATIONAL TEACHERS' DAY CELEBRATION OF THE SCHOOLS DIVISION OF DAVAO DE ORO (SDDO-016-2025)**, effective upon receipt of this notice.

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 acknowledge receipt and acceptance of this notice by signing both the copies in the space provided below. Keep one copy and return the other copies to the Department of Education, Division of Davao de Oro.

Very truly yours,

PHOEBE GAY L. REFAMONTE

Schools Division Superintendent
Head of Procuring Entity

I acknowledge receipt of this Notice on
Name of the Representative of the Bidder
Authorized Signature

02 OCT 2025
MA. RAYLI D. CORPUZ
[Signature]



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