



75 YEARS OF BANKING
FOR THE COUNTRY.

DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

NOTICE TO PROCEED

MR. MONREY PAUL V. GADON

Corporate Sales Executive
AsiaTrends Import and Export Corporation
3453-55 V. Mapa Street, Barangay 601,
Sta. Mesa Manila, 1016

Dear Mr. Gadon,

The attached Purchase Order (PO) No. PO2300007 dated 04 January 2023 in the amount of PESOS: Three Hundred Forty Thousand (Php340,000.00) having been approved, Notice To Proceed is hereby given to AsiaTrends Import and Export Corporation on the following item/s intended for the Development Bank of the Philippines (DBP):

Item/Description	Quantity/Unit
Leather Document Case, per approved Specifications/Terms of Reference	400 PC
For the use of Corporate Affairs Department as part of its Christmas Giveaways.	

Upon receipt of this notice, you shall be responsible for the complete delivery of the item/s under the terms and conditions of the Purchase Order.

Please acknowledge receipt and acceptance of this notice by affixing your signature in the space provided below and return this Notice To Proceed to the DBP-Procurement and Inventory Management Department.

Thank you.

Yours truly,

Signed

VP FE B. DELA CRUZ

Head, Procurement and Inventory Management Department

ACKNOWLEDGEMENT/ACCEPTANCE:

Signed

Jan. 16, 2023

Signature over printed name / Date