



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



NOTICE TO PROCEED

MS. MINERVA E. FADERANGA
ACCOUNT EXECUTIVE
INNOVATION PRINTSHOPPE, INC.
APM BLDG., 2225 CONCHA ST.
SAN ANDRES BUKID, MANILA 1017

Dear Ms. Faderanga,

The attached Purchase Order (PO) No. PO2500363 dated 13 October 2025 in the amount of PESOS: Seven Hundred Eighty-Five Thousand Eight Hundred Seventy-Five (P785,875.00) having been approved, Notice to Proceed is hereby given to INNOVATION PRINTSHOPPE, INC. on the following item/s intended for the Development Bank of the Philippines (DBP):

Item Description	Quantity/Unit
ENVELOPE, CARPETA LEGAL BROWN	3,500 PCS
ENVELOPE, CARPETA A4 BROWN	3,500 PCS
ENVELOPE, MAILING, NON-WINDOW, SPECIAL	1,000 PCS
ENVELOPE, MAILING, NON-WINDOW	50,000 PCS
ENVELOPE, MAILING, WITH WINDOW	250,000 PCS
ENVELOPE, MAILING, WITH WINDOW, SPECIAL	1,500 PCS
FOR BANK USE FOR CY2025.	

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
RONALDO U. TEPORA
Senior Vice President
Acting Head, Corporate Services Sector

ACKNOWLEDGEMENT/ACCEPTANCE

SIGNED

MINERVA E. FADERANGA 10/14/25
Signature over printed name / Date



(02) 8818-9511



info@dbp.ph



www.dbp.ph



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Makati City