



DEVELOPMENT BANK OF THE PHILIPPINES

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

## NOTICE TO PROCEED

28 November 2025

**MS. BESS GRAPILON**

Baguio Country Club Corporation  
Baguio Country Club Road, Baguio City

Dear Ms. Grapilon:

In connection with the duly approved and signed Notice of Award and Contract, notice is hereby given **Baguio Country Club Corporation** to proceed with the **Lease of Venue (Accommodation, Conference Room, and Meals) for the DBP Board Meeting and Blessing of the DBP Baguio Branch Lite Unit (BLU)** with contract amount of **Nine Hundred Four Thousand Three Hundred Pesos (P904,300.00)**, inclusive of all taxes.

Relative thereto, you shall be responsible for performing the terms and conditions indicated in the Request for Quotation.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to BBG-Northern Luzon, Lower Session Road, Baguio City or thru email address [nlbg@dbp.ph](mailto:nlbg@dbp.ph).

Thank you.

Sincerely, *[Signature]*

**SIGNED**

**SVP CAROLYN I.OLFINDO**

Head of the Procuring Entity  
(Per Office Order No. 311 dated 07/03/25)

**SIGNED**

*[Signature]*  
**ACKNOWLEDGEMENT:**

**SIGNED**

**MS. BESS GRAPILON**

Baguio Country Club Corporation

Date: NOVEMBER 28, 2025