



Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City



NOTICE TO PROCEED

MR. JOUIELITO D. TORPEZ
Sales Executive
Need Ink Sales & Services
G/F #146 Pasig Blvd., Brgy. Pineda,
Pasig City 1603 Metro Manila

Dear Mr. Torpez:

In view of the approval of the attached Contract, notice is hereby given to **Need Ink Sales & Services** that the contract implementation for the project, "**Procurement of Supply of Toner/Ink with Free Use of Computer Printers for FY 2025**" shall commence effective _____.

Upon receipt of this notice, you are responsible in performing the delivery as required under the terms and conditions of the said Contract and in accordance with the Implementation Schedule provided.

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 the Bids and Awards Committee Secretariat of the National Labor Relations Commission.

Thank you.

Very truly yours,

GRACE E. MANQUIZ-TAN
Chairperson

Received by the Bidder:

JOUIELITO D. TORPEZ
Name and Position

Date: 5/14/25