



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



## NOTICE TO PROCEED

July 29, 2025

**MR. XAVIER GAPAZ**  
**ADARNA HOUSE INC.**  
109 Sct. Fernandez St.,  
Brgy., Sacred Heart, Quezon City

Dear Mr. Gapaz:

Please be informed that the Contract Agreement for the **SUPPLY AND DOOR TO DOOR DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES (SLRs) FOR LIBRARY HUBS** for CALABARZON has been approved. In view thereof, notice is hereby given to your company to commence the work upon receipt of this notice and that the work may proceed effective immediately and complete the delivery within thirty (30) calendar days.

You are hereby requested to post your Warranty Security equivalent to the percentage of the total contract price of the acceptable forms as listed below within ten (10) calendar days from receipt of this Notice to Proceed (NTP).

Form of Warranty Security	Amount of Warranty Security (Equivalent to Percentage of Total Contract Price)	Period Covered
a. Retention Money	3%	a minimum period of one (1) year after acceptance by the Procuring Entity of the delivered supplies
b. Bank Draft/Guarantee confirmed by a Universal or Commercial Bank duly licensed in the Philippines		

The said amount shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met

Further, please be reminded that you shall be responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

08F/ROA/Pro2



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@depd.gov.ph  
Website: depedcalabarzon.ph



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Certificate No. PHP QMS  
22 93 0085

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 **DepEd, Regional Office IV-A CALABARZON**.

Very truly yours,



**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

I acknowledge receipt of this Notice on July 30, 2025

Name of the Representative of the Bidder: Xavier Gapan

Authorized Signature:  \_\_\_\_\_