

20 February 2024

**Mr. RANNEL A. VERDEFLO**  
Sales Manager  
**QUARTZ BUSINESS PRODUCTS CORPORATION**  
Capital House 9<sup>th</sup> Avenue cor 34<sup>th</sup> St.  
Fort Bonifacio, Taguig City

### NOTICE TO PROCEED

Dear **Mr. Verdeflor**:

The attached Memorandum of Agreement having been approved, this Notice is hereby given to **QUARTZ BUSINESS PRODUCTS CORPORATION**. The work may commence on the day of your receipt of this Notice to Proceed for the **Procurement of Office Laptops and Office Desktop Computers for the Construction Industry Authority of the Philippines (CIAP) and its Implementing Boards (IB No.2023-12-077 (EPA))**.

- Lot No. 1- **47 units Desktop Computers** Two Million Nine Hundred Seventeen Thousand Seven Hundred Sixty Pesos (**₱2,917,760.00**); and
- Lot No. 2- **30 units Laptop Computers** One Million Six Hundred Twenty-Five Thousand Two Hundred Eighty Pesos (**₱1,625,280.00**)

You are advised to proceed with compliance of your obligations and in performing the services under the terms and conditions of the Memorandum of Agreement and in accordance with its provisions.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other copy to this office.

Thank you.

Sincerely,

  
**ATTY. MARCO C. MAAT**  
CIAP Executive Director &  
Head of Procuring Entity

Feb 20, 2024

I acknowledge receipt of this Notice on \_\_\_\_\_

Name of the representative of the Bidder \_\_\_\_\_

Authorized signature \_\_\_\_\_



**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

An Attached Agency of the Department of Trade and Industry  
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines  
Website: [construction.gov.ph](http://construction.gov.ph)  
Email address: [ciap@construction.gov.ph](mailto:ciap@construction.gov.ph)  
Telephone Number: + (632) 8895-6826 or 8895-4424 or 8897-9336