

## NOTICE TO PROCEED

05 January 2026

**Mr. GERRY A.C. ARELLANO**  
Senior Vice President  
**DBP SERVICE CORPORATION**  
2<sup>nd</sup> Floor, Executive Building Center  
Sen. Gil Puyat Ave., cor. Makati Ave.  
Makati City

Dear **Mr. Arellano**:

The attached Contract of Agreement having been approved, this Notice is hereby given to **DBP SERVICE CORPORATION**. The work may commence on the day of your receipt of this Notice to Proceed for the **Procurement of Human Resource Service Provider for Administrative Support and General Services Personnel for CY 2026** under Invitation To Bid No. 2025-11-138 in the amount of **Twelve Million Five Hundred Eighty-Six Thousand Four Hundred Ninety Pesos and 52/100 (₱12,586,490.52)**.

Thus, you are advised to proceed with compliance of your obligations and in performing the services under the terms and conditions of the Contract 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.

Very truly yours,



**ATTY. MARK BRIAN A. DELA CRUZ**  
CIAP Executive Director &  
Head of Procuring Entity

I acknowledge receipt of this Notice on JAN 06 2026

Name of the representative of the Bidder GERRY A.C. ARELLANO  
Senior Vice President

Authorized signature 

