



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

BIDS AND AWARDS COMMITTEE
NOTICE TO PROCEED

28 SEP 2026

JONEL S. PACATE

Branch Manager

POLCAPS EQUIPMENT WHOLESALING

SB Cabahug Ibabao-Estancia,
 Mandaue City, Cebu

Dear Mr. **PACATE**:

The attached Contract Agreement having been approved, notice is hereby given to **POLCAPS EQUIPMENT WHOLESALING**, that services may commence on the **PROCUREMENT OF CUSTOMIZED TOKENS FOR THE TEACHERS SUMMIT CUM NATIONAL TEACHER'S DAY CELEBRATION OF THE SCHOOLS DIVISION OF DAVAO DE ORO LOT 3 (SDDO-008-2026-LOT 3)**, effective upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both the copies in the space provided below. Keep one copy and return the other copies to the Department of Education, Division of Davao de Oro.

Very truly yours,

PHOEBE GAY L. REFAMONTE

Schools Division Superintendent
 Head of Procuring Entity

I acknowledge receipt of this Notice on :
 Name of the Representative of the Bidder :
 Authorized Signature :

28 SEP 2026

JONEL S. PACATE