



Republic of the Philippines  
Department of Agriculture

## SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101  
TIN 000-784-336  
Website: <http://www.sra.gov.ph>  
Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376


MEMO-VIS-BAC-2023-Nov-024

### NOTICE TO PROCEED

November 22, 2023

#### PROGRESS HOME AND OFFICE FURNISHINGS/ VERDE LINEAR CORPORATION

Bacolod City

**ATTENTION:**  **MR. KEITH C. CORTUNA**  
Authorized Representative

Dear Mr. Cortuna:

The attached Contract, having been approved, notice is hereby given to PROGRESS HOME AND OFFICE FURNISHINGS / VERDE LINEAR CORPORATION that performance for the Supply and Delivery of Forty (40) units Executive Tables and Chairs (Contract No. 2023-COB-11-REBID) shall commence effective on the date of receipt of this notice.

Upon receipt of thereof, 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 in the space provided below.

Very truly yours,



**PABLO LUIS S. AZCONA**  
Administrator



Date of receipt of this notice:

11/28/23

Name of authorized representative:

Keith Cortuna

Signature of authorized representative:



SUGAR REGULATORY ADMINISTRATION  
HUMAN RESOURCE & RECORDS SECTION  
DOCUMENT ARCHIVING SYSTEM

SRA-VIS-1114308



Management  
System  
ISO 9001:2015

[www.tuv.com](http://www.tuv.com)  
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