Republic of the Philippines  
Province of ${province}  
MUNICIPALITY OF ${municipality}  
BARANGAY ${brgy}  
SANGGUNIANG KABATAAN

**NOTICE TO PROCEED**

**${ntp\_date}**

**${approved\_supplier}**

**${address}**

Dear Sir/Madam,

The attached Contract Agreement having been approved. Notice is hereby given to **${approved\_supplier}**. That work to proceed on the delivery of **${project\_name}** located at **${project\_location}** effective **${ntp\_effectivity\_date}** days after 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 Implementing Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in space provided below. Keep one and return the other to the Sangguniang Kabataan of Barangay ${brgy}, ${municipality}, ${province}.

Very truly yours,

**${sk\_chairman}**

*Sk Chairperson*

**I acknowledge receipt of this notice on**

**Name of the Representative of the Bidder**

**Authorized Signature:**