



Republic of the Philippines

**OFFICE OF THE SOLICITOR GENERAL**

**ATTENTION:**

**JESSICA B. GUELLERMO**  
Account Manager

**QUARTZ BUSINESS PRODUCTS CORPORATION**  
15th Floor Capital House 9th Avenue corner 34th St. Bonifacio Global City,  
Taguig City

**NOTICE TO PROCEED**

**"PROCUREMENT OF ICT EQUIPMENT: SUPPLY AND DELIVERY OF CORPORATE LAPTOPS (FY 2025 NEP)"**

This serves as your notice to proceed to perform your contractual obligations to supply and deliver the contracted Procurement of ICT Equipment: Supply and Delivery of Corporate Laptops (FY 2025 NEP), within the period stipulated in Sec. VI – Schedule of Requirements of the Bidding Documents. You are hereby required to fulfill the terms and conditions stipulated in the attached Contract Agreement.

Makati City, Philippines.

**MENARDO I. GUEVARRA**  
Solicitor General

Conforme:

**JESSICA B. GUILLERMO**  
Account Manager

Date Received: JAN 31 2025

OSG-HA-QF-008  
Rev.00 (05 July 2018)