



Republic of the Philippines

**OFFICE OF THE SOLICITOR GENERAL**

**ATTENTION:**

**ANALISA D. ALVAREZ**  
Bidder's Representative/ Authorize Signatory

**METRO PAPER CONVERTER PHILS. CORP.**  
Mt. Sinai Ext. Leviticus Subdivision San Juan,  
Taytay Rizal

**NOTICE TO PROCEED**

**" PROCUREMENT OF LONG (8.5" x 13") AND A4 (8.3" x 11.7") COPY PAPER (CY 2025 NEP)"**

This serves as your notice to proceed to perform your contractual obligations to supply and deliver the contracted Procurement of Long (8.5" x 13") and A4 (8.3" x 11.7") Copy Paper (CY 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:

**ANALISA D. ALVAREZ**  
Bidder's Representative/ Authorize Signatory  
Date Received: Jan. 31, 2025

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

