



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

2023-02-018NTP

**NOTICE TO PROCEED**

**MR. JORDAN MARC T. JORDAN**  
Sales and Application Engineer  
Unotronix, Inc.  
5F Filipino Bldg., 135 Dela Rosa St.,  
Legaspi Village, Makati City 1229

Dear Mr. Jordan:

In reference to the approved contract awarded through BAC Resolution No. 010 s. 2023 for the "Procurement of Supply and Delivery of Electric Vehicles (29 units E-bikes)" in the amount of Two Million Nine Hundred Thousand Pesos Only (Php2,900,000.00), executed by and between the Department of Energy (DOE) and Unotronix, Inc., we hereby issue this Notice to Proceed (NTP) for Unotronix, Inc., Inc. to start the implementation of the contract.

Upon receipt of this NTP, Unotronix, Inc. shall be responsible for completing the services under the Terms and Conditions of the Contract in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing at the portion provided below.

Please be guided accordingly.

Very truly yours,

**FELIX WILLIAM B. FUENTEBELLA**  
Undersecretary

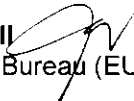
RECEIVED BY: FOR JORDAN MARC JORDAN  
GILBERTO PEREZ  
Signature over Printed Name  
MESSANGER / UNOTRONIX  
Position and Company  
MARCH 23, 2023 / 2:20 PM  
Date and Time Received

**MEMORANDUM**

Document No.: I-EPRED-2023-02-014

TO : **Felix William B. Fuentebella**  
Undersecretary

**Helen C. Roldan**  
OIC-Chief, Accounting Division

FROM : **Dir. Patrick T. Aquino, CESO III**   
Energy Utilization Management Bureau (EUMB)

DATE : **28 February 2023**

SUBJECT : **Request for the signature on the contract between DOE and Unotronix, Inc. for the Procurement of Supply and Delivery of Electric Vehicles (29-units E-Bikes)**

**I. INTRODUCTION**

1. The Bids and Award Committee (BAC) awarded the contract for the Procurement of Supply and Delivery of Electric Vehicles (29-units E-Bikes) in the amount of PHP 2,900,000.00 to Unotronix, Inc. last 24 January 2023, with Notice of Award (NOA) number 2023-01-010-NOA010.

**II. MANDATE**

2. EUMB formulates policies, plans, and programs related to energy efficiency and conservation and alternative fuels and energy technologies and ensures effective implementation thereof to enhance energy security through diversification of energy sources, and address climate change.

**III. BACKGROUND**

3. The procurement of the twenty-nine (29) units of Electric Bike with Integrated Front Light and Taillight, Durable and high-quality Helmet, Kneecap, Elbow Cap, and other safety gears will be used exclusively by the EUMB personnel for short distance travels in the surrounding establishments near the vicinity of DOE to conduct monitoring and verification of energy labeling requirements, Energy Audit, monitoring and implementation of energy efficiency projects. This will also promote the use of E-Mobility instead of conventional vehicles during short-distance travel to lessen the consumption of fossil fuels and consequently mitigate the effects of climate change.

Particular	Qty	Contract Price (PHP)	Budget Source
Electric Bike with Integrated Front Light and Taillight, Durable and high-quality Helmet, Kneecap, Elbow Cap, and other safety gears	29	2,900,000.00	FY 2023 NEECP Locally Funded Project

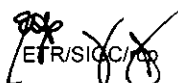
**IV. ACTION REQUESTED**

4. We respectfully request for the signature on the attached Notice to Proceed (NTP) and the six (6) copies of the Contracts between DOE and Unotronix, Inc.

**V. PRAYER**

5. For the aforementioned signature.

Thank you.



ETR/SIOC/DOE



**Unotronix Inc.**

**A U T H O R I Z A T I O N**

March 23,2023

**DEPARTMENT OF ENERGY**  
Energy Center, Rizal Drive,  
Bonifacio Global City, Taguig Ph 1632

Attn: Ms. Bella Cuevas  
Dept: Procurement Management Department (PMD)

I, Jordan Marc T. Jordan, hereby authorize Mr. Gilberto B. Pelaez to receive/sign, notice to proceed for the "Procurement of Supply and Delivery of Electric Vehicles (29 units E-bikes)" from your good office. The reason I won't be able to personally receive the NTP is that I am having surgery today March 23, 2023. Thank you for your kind understanding.

**UNOTRONIX INC.**

For Jordan Marc T. Jordan

  
Mary Rochelle T. Camacho  
Authorized Representative



**Unotronix Inc.**

ID No: UNTX-1703

FIRST NAME: MARY ROCHELLE

LAST NAME: CAMACHO



*mcamacho*

SSS#: 33-9759446-2

TIN#: 246-405-632-000

UNOTRONIX, INC.  
5th Floor, Filipino Bldg., 135 Dela Rosa Cor. Legaspi Sts.  
Legaspi Village, Makati City, Philippines

*[Handwritten Signature]*  
Authorized Signature

*[Handwritten Signature]*

*[Handwritten Signature]*

*[Handwritten Signature]*

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION  
 LAND TRANSPORTATION OFFICE  
**NON-PROFESSIONAL DRIVER'S LICENSE**



Last Name: First Name, Middle Name  
**PELAEZ, GILBERTO BONGAT**  
 Nationality Sex Date of Birth Height (cm) Weight (kg)  
 PHL M 1972/04/04 120 57.2  
 Address  
 59 VILLA BARBARA TRAMO ST PASAY CITY

License No. Experience Date Agency Code  
**N03-20-006204 998A/98/DA N03**

Blood Type Eyes Color  
 O+ BLACK  
 Characteristics  
 NONE

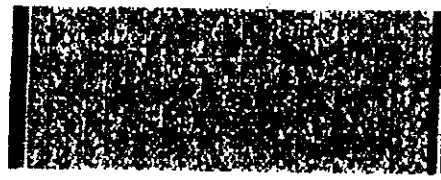
*[Signature]*  
 Signature of Licensee

*[Signature]*  
 EDGAR C. CALIBARSE  
 Notary Secretary

III. ORIGINAL DONATION:  
 I WILL NOT DONATE ANY ORIGINAL  
 IV. IN CASE OF EMERGENCY NOTIFY:  
 NAME: RUSSEL PELAEZ  
 ADDRESS: 59 VILLA BARBARA TRAMO ST PASAY CITY  
 TEL. NO. 09153112693

- I. INSTRUCTIONS:**
1. MOTORCYCLE-PACKAGED TRICYCLES
  2. VEHICLE UP TO 4500 KGS G.V.W.
  3. VEHICLE ABOVE 4500 KGS G.V.W.
  4. AUTOMATIC CLUTCH UP TO 4500 G.V.W.
  5. AUTOMATIC CLUTCH ABOVE 4500 G.V.W.
  6. ARTICULATED VEHICLE 1500 KGS G.V.W. AND BELOW
  7. ARTICULATED VEHICLE 1501 UP TO 4500 G.V.W.
  8. ARTICULATED VEHICLE 4501 & ABOVE G.V.W.
- II. CORRECTIVE:**
- A. WEAR EYEGASSES
  - B. DRIVE ONLY W/ SPECIAL EQPT FOR UPPER LIMBS
  - C. DRIVE ONLY W/ SPECIAL EQPT FOR LOWER LIMBS
  - D. DAYLIGHT DRIVING ONLY
  - E. ACCOMPANIED BY A PERSON W/ NORMAL HEARING

Serial Number  
**157113218**



*[Three large handwritten signatures, likely copies or related documents]*



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**FELIX WILLIAM B. FUENTEBELLA**  
Undersecretary

RECEIVED BY:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position and Company

\_\_\_\_\_  
Date and Time Received

