



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

2023-04-037NTP

**NOTICE TO PROCEED**

**MS. EMERIZA A. TORRERO**

Corporate Account Manager  
AG Infotech Solutions, Inc.  
Unit 602 6/F, 5438 Timstate Bldg.,  
Osmeña Highway, Brgy. Bangkal,  
Makati City

Dear Ms: Torrero:

In reference to the approved contract awarded through BAC Resolution No. 036 s. 2023 for the "DOE Back Up Software License Maintenance and Support Service" in the amount of **Eight Hundred Seventy-Five Thousand Pesos Only (Php875,000.00)**, executed by and between the Department of Energy (DOE) and AG Infotech Solutions, Inc., we hereby issue this Notice to Proceed (NTP) for AG Infotech Solutions, Inc. to start the implementation of the contract.

Upon receipt of this NTP, AG Infotech Solutions, 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:

*MICHAEL OCAÑO*  
Signature over Printed Name  
AG INFOTECH SOLUTIONS INC.  
TECHNICAL SUPPORT BANGKAL  
Position and Company  
04-20-23 3:55 PM  
Date and Time Received

**MEMORANDUM FOR THE UNDERSECRETARY**

**From :** USEC. GIOVANNI CARLO J. BACORDO  
Chairperson, Bids and Awards Committee (BAC)

**Subject :** Request for the Undersecretary's Approval and Signature on the attached Notice to Proceed (NTP) No. 2023-04-037NTP

**Date :** 18 April 2023

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1. In reference to the approved contract awarded through BAC Resolution No. 036 s. 2023 and Notice of Award No. 2023-03-040-NOA036 for the "DOE Back Up Software License Maintenance and Support Service" in the amount of **Eight Hundred Seventy-Five Thousand Pesos Only (Php875,000.00)**, resolved and adopted by the DOE-Bids and Awards Committee (BAC) during its BAC meeting and deliberation last 28 February 2023.
2. Section 37 of the 2019 Revised Implementing Rules and Regulation (IRR) of Republic Act No. 9184 states that:  
  
37.4.1. The concerned Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy of the approved contract to the successful bidder within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful bidder.
3. The Notice of Award (NOA) was received by the Supplier on 22 March 2023. The Performance Bond in the form of Surety Bond was submitted by the Supplier on 27 March 2023. The notarized contract has been submitted by the End-user to PMD on 17 April 2023. In this regard, may we respectfully request the Undersecretary's approval and signature on the attached NTP with the following details:

| NTP No.        | Contractor                  | Particulars  | Amount (Php) |
|----------------|-----------------------------|--|--------------|
| 2023-04-037NTP | AG Infotech Solutions, Inc. | DOE Back Up Software License Maintenance and Support Service | 875,000.00   |

For the Undersecretary's approval and consideration.