



**TANGGAPAN NG KOMANDANTE  
(OFFICE OF THE COMMANDANT)  
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila**

**NOTICE TO PROCEED**

10 JAN 2025

**MS. REMEDIOS B. NAVARRETE**

VP - FINANCE Bidder's  
Representative/ Authorized Signatory  
CITADEL CORPORATION  
637 Bonifacio DR. Port Area, Manila

**Dear MS. NAVARRETE:**

We are pleased to inform you that the Contract Agreement for the Lease of Office Space for PCG Offices and Units for FY 2025 (Lot 2) that was awarded to you has been signed by the contracting parties

Thus, we are issuing this Notice to Proceed for you to commence with the Lease of Office Space for PCG Offices and Units for FY 2025 (Lot 2) from January 11, 2025 to January 10, 2026. Further, upon receipt of this notice, you are responsible for performing the Lease of Office Space for PCG Offices and Units for FY 2025 (Lot 2) based on the requirements under the terms and conditions specified on the Contract Agreement.

You may coordinate with the Deputy Chief of Coast Guard Staff for Logistics (CG-4) with office address at National Headquarters Philippine Coast Guard 139 25<sup>th</sup> Street, port Area 1018 manila with Contact Number: (+63) 9455794200 for the specific details of their requirements.

Please acknowledge receipt and acceptance of this notice by signing both copies of this document in the spaces provided below. Keep one (1) copy and return the other to the Office of the Coast Guard Procurement Service, 2F Bachrach Building I, 23<sup>rd</sup> St. Cor. A.C Delgado St. Port Area, 1018 Manila. You may send the duly acknowledged copy of this notice physically at the above-stated address or through electronic mail at [procurement@coastguard.gov.ph](mailto:procurement@coastguard.gov.ph).

**ADMIRAL RONNIE GIL L GAVAN PCG**  
Head of Procuring Entity

Conforme.

I acknowledged receipt of this Notice on JANUARY 10, 2025  
Name of the Representative of the Bidder REMEDIOS B. NAVARRETE  
Authorized Signature [Signature]

