



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)  
Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

## NOTICE TO PROCEED

### QUARTZ BUSINESS PRODUCTS CORPORATION

15<sup>th</sup> Floor Capital House Building,  
9<sup>th</sup> Avenue corner 34<sup>th</sup> Street,  
Global City, Taguig City

Attention: **MR. REIMAR L. FORTUNA**  
Account Manager

Dear **Mr. Fortuna**:


The attached Contract of Agreement No. 2024-17 having been approved, notice is hereby given to **QUARTZ BUSINESS PRODUCTS CORPORATION** to proceed with the implementation of **PB 2024-12: Public Bidding for the Supply and Delivery of Various Printers and Scanners for the Office of the Ombudsman**, to wit:

ITEM DESCRIPTION	DELIVERY PERIOD
Lot 1 – Basic Printers (monochrome)	within thirty (30) calendar days from receipt of this Notice to Proceed (NTP)
Lot 4 – Basic Printers (continuous ink)	within thirty (30) calendar days from receipt of this Notice to Proceed (NTP)
Lot 5 – Scanner Automatic Document Feeder	within sixty (60) calendar days from receipt of this Notice to Proceed (NTP)

Upon receipt of this notice, you are responsible for performing the services and delivering the goods under the terms and conditions of the Agreement and in accordance with the Implementing Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies at the “Conforme” portion in the space provided below. Retain one copy and return the other copy to the Office of the Ombudsman.

Very truly yours,

  
**SAMUEL R. MARTIRES**  
Ombudsman

Office of the Ombudsman

Date signed: Feb 09, 2025

**CONFORME:**

  
**MR. REIMAR L. FORTUNA**  
Account Manager/Authorized Representative  
**QUARTZ BUSINESS PRODUCTS CORPORATION**  
Date signed: \_\_\_\_\_