

NOTICE OF DELIVERY AND INSPECTION

Date

Time

MS. FE B. BASS
Officer-In-Charge
City General Services Department

ATTENTION: **MR. TEDDY P. REYES**
Officer-In-Charge
Central Warehouse Management Division

MS. FAITH C. SALMORIN
Chief, Movable Property Management and Control Division

Madam:

Please be informed that there will be a delivery of _____
(Commodity/Particulars)
procured by _____ per attached approved Purchase Order
(End-user)
No./Supply Delivery Agreement No. _____ dated _____ awarded to
_____, and Delivery Receipt No. _____ scheduled on
_____.

Please consider this notice as our request for inspection.

For information and requesting further appropriate action.

Very truly yours,

(Printed Name and Signature)
Contractor / Supplier / Authorized Representative

(Name of Company)

CC: Commission on Audit
Quezon City