



Republic of the Philippines
Benguet State University
2601 La Trinidad, Benguet



Office of the University President

NOTICE TO PROCEED

The Manager
Officetech General Merchandise
Epiphany Compound, Betag
La Trinidad, Benguet

Dear Maám,

The attached Contract Agreement having been approved; notice is hereby given to your firm the **Delivery of Dry seal, Studio lights and Extension cord with PO #:2024- (61-134)** to the University upon receipt of this notice.

You shall comply with the terms and conditions of the Agreement in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the University.

Very truly yours,


FELICE SALAING COMILA
University President

CONFORME/AWARD ACCEPTED

Authorized Signature 
Name of the Representative of the Bidder Officetech General Merchandise
I acknowledge receipt of this Notice on 7-3-24 Epiphany compd., Betag,
La Trinidad, Benguet