



**Office of the University President**

**NOTICE TO PROCEED**

**The Manger**

Paper Cart Marketing Inc.  
Pines Hill Business Center  
Km. 5 Balili, La Trinidad  
Benguet

Dear Maám/Sir,

The attached Contract Agreement having been approved; notice is hereby given to your firm to start the **Delivery of Various Office Supplies** with **PO #:2024-PJT-115**) 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,

**FELIPE SALAING COMILA**

University President

**CONFORME/AWARD ACCEPTED**

Authorized Signature   
Name of the Representative of the Bidder Walace Alyn Jay  
I acknowledge receipt of this Notice on 05/09/24