



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



NOTICE TO PROCEED

November 13, 2025

MS. ALICIA P. RUFINO

Sole Proprietor

OFFICETECH GENERAL MERCHANDISE

Epiphany Compound, Betag, La Trinidad, Benguet

Dear Ma'am:

The attached Contract Agreement having been approved, notice is hereby given to your firm for the **Supply and Delivery of IT Equipment for BSU Buguias Campus, Loo, Buguias, Benguet** (PO No. 2025-~~161-481~~) 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 in the space provided below. Keep one copy and return the other to the University.

Very truly yours,


KENNETH ALIP LARUAN
University President

Officetech General Merchandise
Epiphany cmpd. Betag,
LA Trinidad Benguet

CONFORME/AWARD ACCEPTED

Name of Bidder/Representative _____

Date of Receipt 11-19-25

Authorized Signature  _____