



Republic of the Philippines  
**Benguet State University**  
2601 La Trinidad, Benguet  
[www.bsu.edu.ph](http://www.bsu.edu.ph)



*Office of the University President*

**NOTICE TO PROCEED**

**The Manager**

Copylandia Office Systems Corporation  
Igs08 Megatower Residences 1,  
Salud Mitra,  
Baguio City 2600

**Dear Sir/Ma'am:**

The attached Contract Agreement having been approved; notice is hereby given to your firm to start the **Supply and Delivery of Various Inks and Toners for Photocopiers with PO #: 2025-~~GAH-18~~** 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,

  
**KENNETH ALIP LARUAN**  
University President

Name of Bidder/Representative STEPHANIE TAGAPAN

Authorized Signature 

I acknowledge receipt of this Notice on FEBRUARY 17, 2025