



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/Sir,

The attached Contract Agreement having been approved, notice is hereby given to your firm to start the **Delivery of Various IT Supplies (with PO #:2025-\_\_\_\_\_)** 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 LARIAN**  
University President

### CONFORME/AWARD ACCEPTED

Authorized Signature \_\_\_\_\_

  
**ALICIA RUFINO**

Name of the Representative of the Bidder \_\_\_\_\_

**09104144000**

I acknowledge receipt of this Notice on \_\_\_\_\_

**officetechmerchandise@gmail.com**

**8/12/25**

*Email: [president@bsu.edu.ph](mailto:president@bsu.edu.ph)*

**Website:** [www.bsu.edu.ph](http://www.bsu.edu.ph)

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