



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



*Office of the University President*

## NOTICE TO PROCEED

**Elvin M. Dela Cruz**  
Authorized Representative  
Xworks Sales & Services, Inc.  
602 National Life Bldg.,  
Session Road, Baguio City

**Dear Sir:**

The attached Contract Agreement having been approved, notice is hereby given to your firm to supply and delivery of copier (PO No. 2025 - ~~GAA-257~~) 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 ELVIN M. DELA CRUZ  
Authorized Signature   
Date of Receipt 8/15/2025

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

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

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**FB Page:** BSU- Office of the President

