



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



Office of the University President

NOTICE TO PROCEED

LAURENTE T. MUÑOZ

Authorized Representative
Copylandia Office
System Corporation
Unit G/F 22 and LGS 08 Mega
Tower Residences 1 Sandico Cor.
Tecson St. Salud Mitra, Baguio City

Dear Mr. Muñoz:

The attached Contract Agreement having been approved, notice is hereby given to your firm to start the **Supply and Delivery of Copier (PO No. 161-343)** 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 LAURENTE MUÑOZ

Authorized Signature 
I acknowledge receipt of this Notice on SEPT. 9, 2025