



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



BAGONG PILIPINAS

Office of the University President

NOTICE TO PROCEED

The Manager
**TARLAC MAC
ENTERPRISES INC.**
Ocampo Bldg.,
Abanao St., Baguio City

Dear Ma'am/Sir:

The attached Contract Agreement having been approved, notice is hereby given to your firm to supply and delivery of paper shredder (PO No. 2025 - 161-408) 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 Melanie Portmark V

Authorized Signature _____

Date of Receipt 10/23/25