



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



*Office of the University President*  
**NOTICE TO PROCEED**

JUN 18 2025

**The Manager**  
 Unique Printing Press  
 27, Legarda Road, Burnham  
 Legarda, Baguio City

Dear Maám/Sir,

The attached Contract Agreement having been approved, notice is hereby given to your firm to start the **Printing and Binding of 2026 Commencement Exercise** (with PO #:2026- 16F-232) 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

**CONFORME/AWARD ACCEPTED**

Authorized Signature \_\_\_\_\_  
 Name of the Representative of the Bidder Elizabeth Molano  
 I acknowledge receipt of this Notice on June 22, 2026

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