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

BAGONG PILIPINAS

Office of the University President

NOTICE TO PROCEED

The Manager
XWORKS SALES AND SERVICES, INC.
Session Rd. Gov. Pack,
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. 2026 - 16F-407) 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 [redacted]

Authorized Signature [redacted]

Date of Receipt 10/22/2026