



NOTICE TO PROCEED

The Manager
COPYLANDIA OFFICE SYSTEM CORPORATION
Megatower Residences, Sandico Cor.
Tecson Street, Salud Mitra,
Baguio City

Dear Sir/Ma'am

The attached Contract having been approved, notice is hereby given for you to proceed with the project: **Supply & Delivery of TN223K Toner Cartridge** for Benguet State University La Trinidad Campus with **PO No. 2024-10-IGI-358**. 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,

FELIPE SALAING COMILA
University President

CONFORME/AWARD ACCEPTED

Authorized Signature _____ 

Name of Bidder / Representative STEPHANIE TAGAYARAN

Date of Receipt October 28, 2024