



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



Office of the University President
NOTICE TO PROCEED

The Manager
XWORKS SALES AND
SERVICES, INC.
Session Rd. Gov. Pack,
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 toners (PO No. 2024-63 GAA-90) 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

Name of Bidder/ Representative Xorty Jimenez

Authorized Signature 3/25/24

Date of Receipt 3/25/24