



Republic of the Philippines  
**Benguet State University**  
La Trinidad, 2601, Benguet Province  
Tel. No. 422-2176

*Office of the President*

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## NOTICE TO PROCEED

**ALICIA P. RUFINO**  
**OFFICETECH GENERAL**  
**MERCHANDISE**  
Betag, La Trinidad  
Benguet

**Dear Madam:**

The attached Contract Agreement having been approved, notice is hereby given to your firm to supply and delivery of various office semi-expendable equipment (PO No. 2023-04-GAA-~~152~~ ) 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

OFFICETECH GENERAL MERCHANDISE  
Epiphany Comed. Betag, LTB

Name of Bidder/ Representative \_\_\_\_\_

Authorized Signature \_\_\_\_\_  


Date of Receipt \_\_\_\_\_ 5-5-23