



Republic of the Philippines
Iloilo Science and Technology University
 Burgos St., La Paz, Iloilo City, 5000 Philippines
 Trunkline: (+6333) 320-7190 | Telefax: (+6333) 329-4274
<https://www.isatu.edu.ph/>
mail@isatu.edu.ph

OFFICE OF THE UNIVERSITY PRESIDENT

MS. VALERIE JINNY ONG
 Manager
 COMPUTRON BUSINESS CENTER
 35 Quezon Street, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Ong:

This Notice to proceed is hereby given to your company with the attached purchase order having been approved with the following details:

Reference No.	:	DC-2024-14
Contract Title	:	PROCUREMENT OF PHOTOCOPIER PARTS OF SHARP DX-2500N
Purchase Order No.	:	2024-08-207
Contract Amount	:	PhP 91,215.00
Delivery Period	:	30 calendar days upon receipt of PO

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the purchase order and in accordance with the implementing schedule.

Further, you are requested to coordinate with the **Procurement Management Office** with contact no. 320-7190 loc.125 for instructions prior to the delivery of the said project.

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Keep one copy and return the other to the office of the undersigned.

Very truly yours,

GABRIEL M. SALISTRE JR., PEE, DIT
 SUC President III

I acknowledge receipt of this Notice on: 19 AUG 2024

Name of Representative of the Bidder: VALERIE JINNY ONG
 Manager

Authorized Signature: [Signature]

Love2024

