



Republic of the Philippines  
**Iloilo Science and Technology University**  
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**OFFICE OF THE UNIVERSITY PRESIDENT**

**MR. JULIUS A. ANDRADE**  
 Account Executive  
 TENG HWA TRADING CO., INC.  
 Balantang, Jaro, Iloilo City

**SUBJECT: NOTICE TO PROCEED**

**Dear Mr. Andrade:**

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

Reference No.	:	<b>DC-2024-25</b>
Contract Title	:	<b>Procurement of Photocopier Toner</b>
Purchase Order No.	:	<b>2024-11-291</b>
Contract Amount	:	<b>PhP 98,400.00</b>
Delivery Period	:	<b>20 calendar days upon receipt of PO</b>

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: Dec. 11, 2024  
 Name of Representative of the Bidder: Julius Andrade  
 Authorized Signature: \_\_\_\_\_

