



Republic of the Philippines
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OFFICE OF THE UNIVERSITY PRESIDENT

MR. MICHAEL B. SAGUIREL
CEO
AGMS INFORMATION TECHNOLOGY INC
Lot 5 Gumamela St., Villa Azalea, Phase 2B,
Cotcot, Liloan, Cebu

SUBJECT: NOTICE TO PROCEED

Dear Mr. Saguirel:

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

Reference No.	: SVP-2024-151
Contract Title	: PROCUREMENT OF ONLINE GRAMMAR CHECKER SUBSCRIPTION
Purchase Order No.	: 2024-07-182
Contract Amount	: PhP 144,000.00
Delivery Period	: 10 calendar days upon receipt 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: JULY 15, 2024 2:55 PM

Name of Representative of the Bidder: MICHAEL SAGUIREL

Authorized Signature: 