



OFFICE OF THE UNIVERSITY PRESIDENT

MR. DAVE B. PENDON

Authorized Representative
 PHILIPPINE DUPLICATORS, INC.
 Stall #3, Anacleta Bldg. Corner Burgos-Mabini Street,
 La Paz, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Mr. Pendon:

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

Reference No.	:	ISAT U GOODS 2025-01-013
Contract Title	:	PROCUREMENT OF PHOTOCOPIER TONER FOR VARIOUS OFFICES-EPA
Contract No.	:	2025-02-011
Contract Amount	:	PhP 1,494,631.00
Delivery Period	:	30 calendar days upon receipt of NTP

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the contract agreement 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: 3.4.25

Name of Representative of the Bidder: DAVE PENDON

Authorized Signature: _____