



University of Science and Technology of Southern Philippines

Alubijid | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon

Office of the Chancellor

Cagayan de Oro City

NOTICE TO PROCEED

March 31, 2021

MS. GRETCHEN V. OYAO

Authorized Representative

V.S. Tay, Incorporated

125 Ramon Magsaysay Avenue,

Davao City, Davao Del Sur

Tel Nos.: 227 – 6993 / 0965 – 452 – 3650

Dear Ms. Oyao:

The attached *Purchase Order No. 21-03-0261* dated March 19, 2021, having been approved, notice is hereby given to *V.S. Tay, Incorporated* that work may commence on the *Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2021)* upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule. Please coordinate with the Inspection officer Mr. Felix V. Saquilayan for purposes of delivery.

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 of Science and Technology of Southern Philippines (USTP) CDO.

Very truly yours,


ATTY. DIONEL O. ALBINA
Chancellor, USTP-CDO

I acknowledge receipt of this Notice on: _____

Name of the Representative of the Bidder: _____

Authorized Signature: _____

04/07/2021

Gretchen V. Oyao