



Office of the Chancellor

Cagayan de Oro City

**NOTICE TO PROCEED**

January 28, 2022

**MS. GRETCHEN V. OYAO**

Authorized Representative  
V.S. Tay, Incorporated  
125 Ramon Magsaysay Avenue,  
Davao City, Davao Del Sur

Dear Ms. Oyao:

The attached P.O. No. 22-01-0001 dated January 18, 2022, having been approved, notice is hereby given to V.S. Tay, Incorporated that work may commence on the Re-bidding of the Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1<sup>st</sup> Quarter 2022) 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: February 4, 2022  
Name of the Representative of the Bidder: Gretchen Joy V. Oyao  
Authorized Signature: 