



Office of the Chancellor

Cagayan de Oro City

NOTICE TO PROCEED

September 30, 2021

MR. RENANTE ELPA

Authorized Representative
Columbia Computer Center, Inc.
Tirso Neri St.,
Cagayan de Oro City

Dear Mr. Elpa:

The attached *Purchase Order No. 21-09-1070* dated September 20, 2021, having been approved, notice is hereby given to *Columbia Computer Center, Inc.* that work may commence on the *Proposed Procurement for the Supply and Delivery of Additional Laptop Computer for Faculty in Support to Flexible Learning Program* 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,

A handwritten signature in blue ink, appearing to read "Dionel O. Albina", is written over a large, circular blue scribble.

ATTY. DIONEL O. ALBINA
Chancellor, USTP-CDO

I acknowledge receipt of this Notice on: October 6, 2021

Name of the Representative of the Bidder: Renante Elpa

Authorized Signature: