



University of Science and Technology of Southern Philippines

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

Office of the Chancellor

Cagayan de Oro City

NOTICE TO PROCEED

January 19, 2024

MS. GRETCHEN JOY 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. 24-01-0003 dated January 12, 2024, having been approved, notice is hereby given to V.S. Tay, Incorporated that work may commence on the Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) 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 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: January 26, 2024
Name of the Representative of the Bidder: Gretchen V. Oyao
Authorized Signature: 