



## UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

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

### OFFICE OF THE BIDS AND AWARDS COMMITTEE I

### NOTICE TO PROCEED

May 16, 2025

**MS. FERLITA C. DEANG**

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

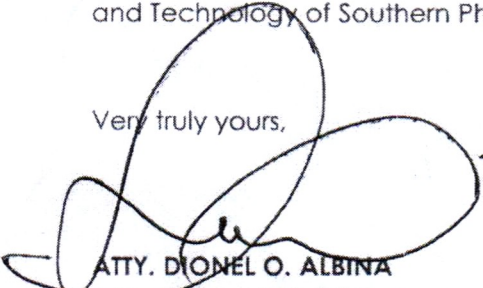
Dear Ms. Deang:


The attached P.O. No. 25-05-0006 dated May 13, 2025, 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 (1<sup>st</sup> Quarter CY 2025)** 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 Campus

Authorized Signature:   
Name of Bidder: Ferlita C. Deang  
Date: May 23, 2025