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

November 05, 2026

MS. BRENDA A. FABREA
Proprietress
Mechtronics Trading and Services
Zone 9, Brgy. Molugan,
El Salvador City, Misamis Oriental

Dear Ms. Fabrea:

The attached *P.O. CBNo. 26-10-0010 dated October 26, 2026*, having been approved, notice is hereby given to *Mechtronics Trading and Services* that work may commence on the ***Proposed Procurement of the Supply and Delivery of Pooled Common Supplies and Equipment for USTP-CDO Campus CY 2026 for Lot 1*** 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 Section* for the commencement of the service.

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-Cagayan de Oro (USTP-CDO) Campus.

Very truly yours,

ATTY. DIONEL O. ALBINA
Chancellor, USTP-CDO Campus

I acknowledge receipt of this Notice on: NOVEMBER 9, 2026
Name of the Representative of the Bidder: BRENDA A. FABREA
Authorized Signature: _____