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Republic of the Philippines
Iloilo Science and Technology University
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OFFICE OF THE UNIVERSITY PRESIDENT

January 8, 2024

MS. MARY JOY E. RICONILLA
 Authorized Representative
 MICROGENESIS BUSINESS SYSTEMS
 162 Edsa Cor. Reliance St.
 Mandaluyong City, Metro Manila

SUBJECT: NOTICE TO PROCEED

Dear Ms. Riconilla:

This Notice to proceed is hereby given to your company with the attached purchase order having been approved with the following details:

Reference No. : ISAT U GOODS – 2023 – 09 – 079
Contract Title : Procurement of IT Equipment for MIS
Purchase Order No. : 2023-12-424
Contract Cost : PhP 845,200.00
Contract Duration : Thirty (30) Calendar Days

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the purchase order and in accordance with the implementing schedule.

Further, you are requested to coordinate with the **Procurement Management Office** with contact no. 320-7190 loc.125 for instructions prior to the delivery of the said project.

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Keep one copy and return the other to the office of the undersigned.

Very truly yours,

GABRIEL M. SALISTRE JR., PEE, DIT
 SUC President III

I acknowledge receipt of this Notice on: Jan. 11, 2024

Name of Representative of the Bidder: MARY JOY E. RICONILLA

Authorized Signature: _____

Love2024

