



Republic of the Philippines  
**Iloilo Science and Technology University**  
 Burgos St., La Paz, Iloilo City, 5000 Philippines  
 Trunkline: (+6333) 320-7190 | Telefax: (+6333) 329-4274  
<https://www.isatu.edu.ph/>  
[mail@isatu.edu.ph](mailto:mail@isatu.edu.ph)

**OFFICE OF THE UNIVERSITY PRESIDENT**

**MS. RIZA D. BRILLANTES**

Authorized Representative  
 OXORD COMPUTER SOLUTIONS AND REPAIR CENTER  
 Robinson's Place Roxas  
 L2-247, Brgy. Lawa-an, Roxas City, Capiz

**SUBJECT: NOTICE TO PROCEED**

**Dear Ms. Brillantes:**

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

Reference No.	:	<b>ISAT U GOODS-2024-01-007</b>
Contract Title	:	<b>PROCUREMENT OF INK AND TONERS FOR UNIVERSITY</b>
Job/Purchase Order No.	:	<b>2024-01-027</b>
Contract Amount	:	<b>PhP 1,654,804.00</b>
Delivery Period/Contract Duration	:	<b>30 calendar days upon receipt of PO</b>

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

**FEB 16 2024**

I acknowledge receipt of this Notice on: \_\_\_\_\_

Name of Representative of the Bidder: RIZA D. BRILLANTES

Authorized Signature:

Love2024

