



Republic of the Philippines
Iloilo Science and Technology University
 Burgos St., La Paz, Iloilo City, 5000 Philippines
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OFFICE OF THE UNIVERSITY PRESIDENT

MR. JOHN REY D. CASTROVERDE
 Authorized Representative
 ROG ENTERPRISE
 Fix Plaza 2, Calajunan,
 Mandurriao, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Sir:

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 2024-01-020 |
| Contract Title | : | PROCUREMENT OF OFFICE SUPPLIES AND JANITORIAL SUPPLIES |
| Purchase Order No. | : | 2024-03-103 |
| Contract Amount | : | PhP 158,163.50 |
| Delivery Period | : | 20 calendar days upon receipt of PO |

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

APR 05 2024

I acknowledge receipt of this Notice on: _____
 Name of Representative of the Bidder: John Rey Castroverde
 Authorized Signature: _____

Love2024

