



OFFICE OF THE UNIVERSITY PRESIDENT

MS. JENNIFER ROSE A. PADERNAL

Authorized Representative
ARMIX COPIER RENTALS, SERVICES AND SALES
Phil-Am Compound Commission Civil Street,
Jaro, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Padernal:

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 2025-03-029
Contract Title	:	PROCUREMENT PAPER AND BALLPEN FOR VARIOUS OFFICES
Contract No.	:	2025-05-020
Contract Amount	:	PhP 1,672,638.00
Delivery Period	:	45 calendar days upon receipt of NTP

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the contract agreement 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 and **Supply Property and Management Office** with contact no. 320-7190 loc. 176 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: JUN 19 2025

Name of Representative of the Bidder: JENNIFER ROSE PADERNAL
OPERATION'S MANAGER

Authorized Signature: _____