



OFFICE OF THE UNIVERSITY PRESIDENT

MR. JOHN LOUIE CHAN

Manager
PROGRESS HOME AND OFFICE FURNISHINGS
#10 Lopez Jaena St., La Paz, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Mr. Chan:

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

Reference No.	:	SVP-2025-031
Contract Title	:	SUPPLY AND INSTALLATION OF WORKSTATION AT UNIVERSITY GUIDANCE CENTER
Purchase Order No.	:	2025-04-0406
Contract Amount	:	Php 544,336.00
Delivery Period	:	60 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 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: 5/5/25

Name of Representative of the Bidder: John Louie Chan

Authorized Signature: _____