



**Mindoro State University**  
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## NOTICE TO PROCEED

**MRS. RIA BALANZA-SALDAÑA**  
Senior Branch Manager-Lipa Branch  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
122 J.P. Laurel Highway, Brgy. Mataas na Lupa  
Lipa City

Mam:

The attached Purchase Order having been approved, notice is hereby given to **Copylandia Office Systems Corporation** that work may commence on the project "**Purchase of Office Equipment in Victoria, Calapan and Bongabong Campuses Lot 6- Copier with Stapling Function/Gluing Machine**", effective five (5) days after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the supply and delivery under terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **Mindoro State University**.

Very truly yours,

**MINSU BOARD OF REGENTS**  
Head of the Procuring Entity

  
**LEVY B. ARAGO, JR., Ph.D.**  
University President

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

Name of the Representative of the Bidder: Ria B. Saldana

Authorized Signature:  \_\_\_\_\_