



Republic of the Philippines
Iloilo Science and Technology University
Miagao Campus
Miagao, Iloilo
Trunkline: (+6333) 315-8164 | Telefax: (+6333) 315-9755
<https://www.miagao.isatu.edu.ph>

OFFICE OF THE UNIVERSITY PRESIDENT

September 5, 2023

JOANNE T. FOO
General Manager
Newtown Merchandising, Inc.
#24 Quezon Street, Iloilo City

SUBJECT: NOTICE TO PROCEED

Madam:

The attached **Purchase Order No. 23-09-01** having been approved, notice is hereby given to your company that work may proceed with the **DELIVERY OF OFFICE AND JANITORIAL SUPPLIES with Project Ref. No. MC-GOODS-2023-07-16.**

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

Further, you are requested to coordinate with the **Supply Office** with contact # 315-8164 loc 105 for instructions prior to the delivery of the said project.

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 Iloilo Science and Technology University – Miagao Campus.

Very truly yours,

GABRIEL M. SALISTRE, JR., PEE, DIT
SUC President III

I acknowledge receipt of this Notice on: 9/7/23

Name of the Representative of the Bidder: Joanne Fw

Authorized Signature: _____

