



OFFICE OF THE CAMPUS ADMINISTRATOR

MS. LEA LEABAN

Authorized Representative

Gems Electronics

Gems Bldg., Valeria Ext. Street, Iloilo City

SUBJECT: NOTICE TO PROCEED

Dear Ms. Leaban:

This Notice to Proceed is hereby given to your company with the attached **Contract Agreement** having been approved with the following details:

Reference No.	:	ISAT U MC-GOODS-2025-04-16
Contract Title	:	Procurement of Electrical Instructional Supplies and Materials
Contract Agreement No.	:	2025-018
Contract Cost	:	₱ 207,669.00
Contract Duration	:	Thirty (30) Calendar Days

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 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,


RAMON N. EMMANUEL, JR., PhD
Campus Administrator

I acknowledge receipt of this Notice on: 7/31/25

Name of the Representative of the Bidder: LEA A. LEABAN

Authorized Signature: 