



## OFFICE OF THE CAMPUS ADMINISTRATOR

**MS. LOTA R. BILLENA**

Sales Representative

BC Enterprises

Jalandoni Ext., Mandurriao, Iloilo City

### **SUBJECT: NOTICE TO PROCEED**

**Dear Ms. Billena:**

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

Reference No.	:	<b>ISAT U MC-GOODS-2025-07-19</b>
Contract Title	:	<b>Procurement of Kitchenware and Tools for Laboratory Use</b>
Contract Agreement No.	:	<b>2025-023</b>
Contract Cost	:	<b>₱ 807,963.50</b>
Contract Duration	:	<b>Thirty (30) Calendar Days upon receipt of the Notice to Proceed</b>

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: Sept. 17, 2025

Name of the Representative of the Bidder: Lota R. Billena  
Sales Representative

Authorized Signature: 