



Republic of the Philippines  
**CEBU NORMAL UNIVERSITY**  
Osmeña Blvd. Cebu City, 6000 Philippines

**Office of the Bids and Awards Committee**  
Telephone No.: (+63 32) 254 1452 local 141 or 125  
Email: ajsancajas95@yahoo.com; cnubacsec@gmail.com

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**NOTICE TO PROCEED**

December 4, 2018

**RICHIEL ESPARCIA**  
Sales and Marketing Officer  
OfficeBox Enterprises  
Tipolo Square, Tipolo  
Mandaue City


**Sir:**

The attached Contract Agreement/Purchase Order having been approved, notice is hereby given to **Officebox Enterprises**, that delivery may proceed on the project Procurement of One Lot Office Supplies (4<sup>th</sup>Quarter) of Cebu Normal University with Bid No. 18-09-1026 effective 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.

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 Cebu Normal University.

Very truly yours,

  
**FILOMENA T. DAYAGBIL, Ed. D.**  
SUC President III

I acknowledge receipt of this Notice on

DEC. 05, 2018

Name of the Representative of the Bidder:

RICHIEL ESPARCIA

Authorized Signature:

