



# MARIANO MARCOS STATE UNIVERSITY

## Office of the President

### NOTICE TO PROCEED

October 08, 2021

**MR. CORNELIO VIERNES**

Account Executive  
Philippine Duplicators, Inc.  
San Fernando City, La Union

Dear Mr. Viernes:

The attached Purchase Order No. **01101101-2021-09-389** having been approved, this notice is hereby given to you that the spare parts for the copier machine of Procurement Division of this University may be delivered within 30 calendar days upon receipt of this notice.

You are responsible in performing the services under the terms and conditions of the Agreement.

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 Mariano Marcos State University.

Very truly yours,

**SHIRLEY C. AGRUPIS**

*President*

I acknowledge receipt of this Notice on 10-08-21  
(date of receipt)

Name of the Bidder: CORNELIO VIERNES

Authorized Signature: *C. Viernes*