



MARIANO MARCOS STATE UNIVERSITY

Office of the President

NOTICE TO PROCEED

December 22, 2021

MR. CORNELIO VIERNES

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

Dear Mr. Viernes:

The attached Purchase Order No. **01101101-2021-11-492** having been approved, this notice is hereby given to you that the spare parts for the copier machine of Research Directorate 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 12-22-21
(date of receipt)

Name of the Bidder: CORNELIO VIERNES

Authorized Signature: [Signature]