



University of Southeastern Philippines  
*Bids and Awards Committee*

**NOTICE TO PROCEED**

24 November 2020

**MS. DESIREE L. ORDINARIO**

Account Executive/Authorized Representative

**Masangkay Computer Center**

1143 G. Masangkay St., Sta. Cruz Manila

Contact No. 09395926158

E-mail: desordinario@gmail.com

**Dear Ms. Ordinario:**

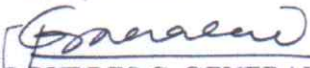
The Contract of Agreement of the project: **Procurement of Netbook Units, USEP-Obrero Campus, Davao City** with contract ID No. 2020-02/Goods, entered between your Company and the University of Southeastern Philippines, Obrero Campus, Davao City, having been duly approved and notarized is now ready for implementation.

In view thereof, you are hereby advised to undertake the above project five (5) days after receipt of this Notice.

It is understood and expected, that your company shall fully abide with the provisions stipulated in the Contract.

Please acknowledge by signing above your printed name and by indicating the time and date you received this Notice.

Very truly yours,

  
**LOURDES C. GENERALAO**  
President

Received by:

  
**Desiree L. Ordinario**  
(Signature over printed name)

Date : December 01, 2020

Cc: BAC Chair

**WE BUILD DREAMS WITHOUT LIMITS**

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