



**Office of the University President**

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**NOTICE TO PROCEED**

October 27, 2023

**HELBERT P. ESPINOSA**  
Managing Proprietor  
Spins Tech Trading and Services  
Back of Darnayla Mactan Stone  
Basak, Lapulapu City

**Sir:**

The attached Contract Agreement/Purchase Order having been approved, notice is hereby given to **Spins Tech Trading and Services**, that delivery may proceed for the Procurement of One Lot Office Supplies (2nd Quarter) with Bid No. 23-05-397, 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,

  
**Dr. DANIEL A. ARIASO SR., PhD, CESO II**  
University President *ks*

I acknowledge receipt of this Notice on October 27, 2023  
Name of the Representative of the Bidder: Jessie Paul Espinosa HELBERT ESPINOSA  
Authorized Signature:  