



**Office of the University President**

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**NOTICE TO PROCEED**

August 22, 2024

**ELMER C. BALTAZAR**

Owner

O&E Office and School Supplies Trading  
2552FB. Lopez, Zamora Street, Brgy. 102  
Pasay City  
1300 Metro Manila, Philippines

Sir:

The attached Contract Agreement/Purchase Order having been approved, notice is hereby given to **O&E Office and School Supplies Trading** that delivery may proceed for the **Lot 1 – Cleaning Supplies for 1<sup>st</sup> & 2<sup>nd</sup> Quarter**, in the amount of **Four Hundred Ninety-Nine Thousand Two Hundred Fourteen Pesos and Eighty-Nine Centavos (499,214.89)** in Procurement of Cleaning Supplies with Bid No. 24-01-017, 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,

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

I acknowledge receipt of this Notice on September 03, 2024

Name of the Representative of the Bidder: Elmer C. Baltazar

Authorized Signature: [Handwritten Signature]



Certification Date: 1 February 2021  
Recertification Due Date: 31 January 2024  
For verification of the certificate please  
visit [www.gcl-uk.com](http://www.gcl-uk.com) (Certification)  
(Check and type the registration number)

