



Republic of the Philippines  
**Cebu Normal University**  
 Osmeña Blvd., Cebu City, 6000, Philippines

**Office of the University President**

Telephone No.: (+63 32) 253 6211/253-9611

Email: [pres@cnu.edu.ph](mailto:pres@cnu.edu.ph)

Website: [www.cnu.edu.ph](http://www.cnu.edu.ph)



**NOTICE TO PROCEED**

June 19, 2026

**RAZEL U. APOR**

*Authorized Representative*

**TRIMAX COMPUTER SUPPLIES AND GENERAL MERCHANDISE**

General Maxilom Avenue, Cebu City

Cebu, Philippines 6000

Dear **Ms. Apor**:

Following the approval of the Contract Agreement and Purchase Order and in compliance with the provisions of Republic Act No. 12009, otherwise known as the *New Government Procurement Act (NGPA)*, and its 2025 Implementing Rules and Regulations (IRR), this Notice to Proceed is hereby issued in favor of your company for the **Procurement of Office Supplies**, under Bid No. 26-03-081 with a total contract amount of **Nine Hundred Fifty-Six Thousand Two Hundred Fifty-Four Pesos Only (Php956,254.00)**.

You are hereby directed to commence the delivery and execution of works, as stipulated in the contract, **effective upon your receipt of this Notice**, in accordance with the terms and conditions set forth in the Contract Agreement, the Scope of Work, and the Implementation Schedule.

Failure to commence or perform the work within the period prescribed may be considered as grounds for contract termination or imposition of applicable liquidated damages, in accordance with the 2025 IRR of RA 12009.

Very truly yours,

**DR. LAURENCE L. GARCIA**

*SUC President III*

**Conforme:**

Name and Signature (Authorized Representative) Razel Apor

Position Authorized Representative

Date Received 06/22/26



Certification Date: 24 January 2024  
 Recertification due date: 24 January 2027  
 For verification of the certificate please  
 Access [www.gcl.net.com](http://www.gcl.net.com) (Certification  
 Check and type the registration number)



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