



ISO 9001: 2015
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REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

Legazpi City

Email: bu-vpaf@bicol-u.edu.ph

MANILA OFFICE:

No. 4 Lopez St., M. H. del Pilar, Roosevelt Ave.
Quezon City, Manila, Philippines

☎ Telefax: (02) 921-1586



NOTICE TO PROCEED

April 29, 2025

ARIEL B. BELLEN

Authorized Representative

ARBEL AUTO REPAIR CENTER

Purok 4, San Jose, Malilipot, Albay

Dear Sir:

The attached Purchase Order having been approved, notice is hereby given to **ARBEL AUTO REPAIR CENTER** that performance on the **Purchase of Engine Lubricants and Other Fluids for use in the BUGASS Service Vehicles for their Preventive and Maintenance Services** in the amount of **Three Hundred Fifty-Four Thousand and 00/100 Pesos (Php354,000.00)**, shall commence effective *on the date of receipt of this Notice.*

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Contract and in accordance with the Schedule Requirements.

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 Bicol University.

Sincerely yours,

CYRUS A. BARRAMEDA
VP for Admin. and Finance

Received by:

(Signature above printed name)

5/30/25 11:30 AM
(Date and Time of Receipt)

*Kindly email to sender to acknowledge the receipt