



## NOTICE TO PROCEED

December 12, 2025

**The Manager**  
**NEW EVANESS EDUCATIONAL SUPPLY & GENERAL MERCHANDISE**  
Legazpi City

Sir/Madam:

The attached Contract having been approved, notice is hereby given to **NEW EVANESS EDUCATIONAL SUPPLY & GENERAL MERCHANDISE** that performance on the "**Supply and Delivery of Office Supplies for use in BUCM Dean's Office and MEU**", in the amount of **One Hundred Sixty-Seven Thousand Three Hundred Eighty-One and 00/100 Pesos Only** 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 Cluster 1 BAC Office.

Sincerely yours,

**DR. OFELIA SAMAR-SY**  
Dean, BUCM

Received by:

**MA. ROWENA B. REYNOSO**

Signature above printed name

**12/22/25**  
Date & Time of Receipt

Transaction No. **BUC1-2025-109**