



**SOUTHERN LEYTE
STATE UNIVERSITY**

San Juan Campus, San Jose, San Juan, Southern Leyte
Email: bsc_u@southernleytestate.edu.ph
Website: www.southernleytestate.edu.ph



Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

NOTICE TO PROCEED

October 15, 2024

SHIFT TECH TRADING INC.
1280 Bonifacio St., Brgy. West
Ormoc City, Leyte
Philippines

Dear Ma'am/Sir:

The attached CONTRACT AGREEMENT having been approved, notice is hereby given to **SHIFT TECH TRADING INC.** that work may commence for the **SUPPLY AND DELIVERY OF 1 LOT ICT EQUIPMENT AND ACCESSORIES (RE-BIDDING)** under **PB-RB-2024-001**, effective immediately upon receipt of this notice.

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 the copies in the spaces provided below. Keep one copy and return the other two (2) copies to **SOUTHERN LEYTE STATE UNIVERSITY-San Juan Campus, San Juan, Southern Leyte.**

Very truly yours,

JUDE A. DUARTE, DPA
University President

I acknowledge receipt of this Notice on: October 17, 2024

Name of Bidder: Shift Tech Trading Inc

Authorized Signature: _____

