



## NOTICE TO PROCEED

25 July 2024

**LALYN D. ESPOLTERO**  
 Authorized Representative  
 Bulwang St., Zone V  
 Sogod, Southern Leyte

Thru: **MARIA PACITA E. SABALO**  
 Supervisor  
 Shift Tech Trading, Inc. – Sogod Branch

**Madam:**

The attached CONTRACT AGREEMENT having been approved, notice is hereby given to **Shift Tech Trading, Inc.** that work may commence for Item Nos. **3, 11, 12, 19, 20, 26, 33, 35, 44, 45, 46, 47, 48, 49, and 60** of the project procurement entitled **“Supply, Delivery, Installation of Various ICT Equipment and Accessories (2<sup>nd</sup> Bidding)”** under PB 2024-G&S-01 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 the SOUTHERN LEYTE STATE UNIVERSITY Main Campus.

Very truly yours,

**JUDE A. DUARTE, DPA**  
 University President

Received by the bidder: LALYN D. ESPOLTERO  
 Date: JULY 31, 2024

