



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna Street corner Muralla Street
Intramuros, Manila, Philippines



Office of the Vice President for Administration

ASPEN MULTI-SYSTEM CORPORATION

*Unit D5Lui Gin Condo, Manila East Road
El Monteverde Subd., Brgy. San Juan
Taytay, Rizal*

Attention: **MS. RHODORA PAGILAGAN**
Authorized Representative

NOTICE TO PROCEED

Dear Ms. Pagilagan:

The attached Contract Agreement having been approved, notice is hereby given to ***ASPEN MULTI-SYSTEM CORPORATION*** that work may commence on the **Supply and Installation of Various Laboratory Furniture and Fixtures**, 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 both copies in the space provided below. Keep one copy and return the other to the **PAMANTASAN NG LUNGSOD NG MAYNILA**.

Very truly yours,

(Sgd.)

Mr. CARMELO B. DELA CRUZ
Acting Vice President for Administration
PAMANTASAN NG LUNGSOD NG MAYNILA

I acknowledge receipt of this Notice on _____ (date of receipt)

Name of the Representative of the Bidder: _____

Authorized Signature: _____