



Republic of the Philippines  
Province of Cebu  
**Municipality of Ginatilan**

**NOTICE TO PROCEED**

March 4, 2024

Ms. Rosy Y. Lim  
Proprietor / Owner / Manager  
TOPTECH Computer Center  
Formerly LYK Microsystems Service  
48-A Juana Osmeña Ext.  
Cebu City 6000

Sir:

Notice to Proceed is hereby given to TOPTECH COMPUTER CENTER that work / delivery may commence on the Procurement of IT Equipment, effective on \_\_\_\_\_ / \_\_\_\_\_ days after receipt of this notice.

Upon receipt of this notice, you are hereby responsible for performing the services and delivering the goods under the terms and conditions of the Agreement and in accordance with the Implementing Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one (1) copy and return the other to this municipality.

Very truly yours,

ROY VINCENT P. SINGCO  
Municipal Mayor

I acknowledge receipt of this notice on

Name of the representative of the company

Authorized Signature:

March 4, 2024

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