



Republic of the Philippines
Province of Cebu
Municipality of Ginatilan

NOTICE TO PROCEED

May 19, 2025

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

M a d a m :

Notice to Proceed is hereby given to TOPTECH COMPUTER CENTER that work / delivery may commence on the Procurement of Office Supplies (1st qtr.)(Ink Refill), 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:

May 19, 2025

VICENTE PEPITO