



## NOTICE TO PROCEED

18 May 2021

**MS. MARY GRACE C. PUNO**

Account Manager  
**TEKZONE COMPUTER SALES AND SERVICES INC.**  
#32 Pilar St. corner Araullo St., Brgy. Addition Hills,  
San Juan City, Metro Manila  
Tel. No. 637-0118

**Dear Ms. Puno:**

The attached Contract of Agreement No. 2021-007 having been approved, notice is hereby given to **TEKZONE COMPUTER SALES AND SERVICES INC.**, that work may commence on the **Procurement of Various ICT Equipment (Server)** effective three (3) calendar days after the receipt of this notice.

Thus, you shall be responsible for performing the services under the Terms and Conditions of the Contract of Agreement.

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 the DOST-Science and Technology Information Institute (DOST-STII).

Thank you.

Very truly yours,

**RICHARD P. BURGOS**  
Director *RB*

Conforme :

\_\_\_\_\_  
(Representative)

Date : \_\_\_\_\_