



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Luchan, Quezon
(042) 540-6519

NOTICE TO PROCEED

PHILCOPY CORPORATION
Makati, Metro Manila,

Sir/Madam,

The attached Purchase Order No. 2023-06-0244 are already approved so **NOTICE** is given to A. **PHILCOPY CORPORATION** for the purchase of Photocopier Machine requested by A. Elarco - Catanauan Campus with PR No. 2023-06-1383. Upon receipt of this Notice you are responsible to deliver the item / service under the terms & conditions of the Purchase Order & Contract of Procurement.

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

Truly yours,

DORACIE B. ZOLETA-NANTES, PhD.
University President

I acknowledge receipt of this Notice on: JULY 6, 2023

Name of the Representative of the Bidder: **PHILCOPY CORPORATION**

Authorized Signature: Jun Albert S. Laysa