



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

### **NOTICE TO PROCEED**

**PHILIPPINE DUPLICATORS, INC.**  
Parañaque, City

Sir/Madam,

The attached Purchase Order No. 2024-05-0245 are already approved so NOTICE is given to PHILIPPINE DUPLICATORS, INC. for the purchase photocopier machine requested by E. Quesea - POLILLO with PR No. 2024-02-0673. 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,

  
**FREDERICK T. VILLA, DT**  
University President

I acknowledge receipt of this Notice on : May 30, 2024

Name of the Representative of the of the Bidder: PHILIPPINE DUPLICATORS, INC.

Authorized Signature: 