



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

NOTICE TO PROCEED

LUNARCHEM TRADING
Sampaloc, Manila

Sir/Madam,

The attached Purchase Order No. 2024-09-0492 are already approved so NOTICE is given to LUNARCHEM TRADING for the purchase additional office supplies in preparation for upcoming SY 2024-2025 requested by V. Villon - SUPPLY AND PROPERTY with PR No. 2024-09-1818. 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 : Oct. 18, 2024

Name of the Representative of the of the Bidder: LUNARCHEM TRADING

Authorized Signature: 