



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

## **NOTICE TO PROCEED**

**HOTEL HARDWARE AND CONSTRUCTION SUPPLY**  
Tayabas, City

Sir/Madam,

The attached **Purchase Order No. 2024-10-0527** are already approved so **NOTICE** is given to **HOTEL HARDWARE AND CONSTRUCTION SUPPLY** for the purchase **materials for repair and maintenance of door and window works requested by R. San Jose - PPF** with **PR No. 2024-08-1702**. 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 D. VILLA, DT**  
University President

I acknowledge receipt of this Notice on : NOV 05 2024

Name of the Representative of the of the Bidder: **HOTEL HARDWARE AND CONSTRUCTION SUPPLY**

Authorized Signature: \_\_\_\_\_

A handwritten signature in black ink, consisting of a stylized 'J' or 'G' followed by a horizontal line.