



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

## **NOTICE TO PROCEED**

**RICOH PHILIPPINES, INC.**  
Makati, City

Sir/Madam,

The attached **Purchase Order No. 2024-08-0389** are already approved so **NOTICE** is given to **IT RICOH PHILIPPINES, INC.** for the purchase **photocopying machine rental FY 2024 requested by A. Sumague - UBS** with **PR No. 2024-03-0785**. 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 : NOV 19 2024

Name of the Representative of the of the Bidder: **RICOH PHILIPPINES, INC.**

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

A handwritten signature in black ink, appearing to be "Amel", is written over a horizontal line.