



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

NOTICE TO PROCEED

DIGITAL GATEWAY COMPUTER TRADING
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2024-12-0745 are already approved so NOTICE is given to DIGITAL GATEWAY COMPUTER TRADING for the purchase laptop (replacement) requested by A. De Leon – OP with PR No. 2024-11-2263. 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 : DEC 18 2024

Name of the Representative of the of the Bidder: DIGITAL GATEWAY COMPUTER TRADING

Authorized Signature: 