



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

SURROUND GENERAL MERCHANDISING
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2025-02-0056 are already approved so **NOTICE** is given to **SURROUND GENERAL MERCHANDISING** for the purchase of repair and replacement of doors at Extension Office requested by F. Gutierrez – EXTENSION with PR No. 2025-01-0157. 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,


FREDERIC T. VILLA, DT
University President

I acknowledge receipt of this Notice on : MAR 06 2025

Name of the Representative of the of the Bidder: SURROUND GENERAL MERCHANDISING

Authorized Signature: 