



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon



OFFICE OF THE PRESIDENT

## NOTICE TO PROCEED

### **SONKKENS OFFICE EQUIPMENT TRADING**

Lipa City, Batangas

Sir/Madam,

The attached **Purchase Order No. 2025-03-0116** are already approved so **NOTICE** is given to **SONKKENS OFFICE EQUIPMENT TRADING** for the purchase of **printing supplies requested by L. Lorico- VP AFA with PR No. 2025-02-0663**. 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 : MAR 21 2025

Name of the Representative of the of the Bidder: **SONKKENS OFFICE EQUIPMENT TRADING**

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