



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

4 SISTER'S CONSTRUCTION SUPPLIES TRADING


Tayabas, Quezon

Sir/Madam,

The attached Purchase Order No. 2025-08-0660 are already approved so NOTICE is given to 4 SISTER'S CONSTRUCTION SUPPLIES TRADING for the purchase of materials for repair of plumbing fixtures of REPDI Bldg. Comfort Room requested N. Guinto – RESEARCH with PR No. 2025-06-1799. 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 : AUG 20 2025

Name of the Representative of the of the Bidder: 4 SISTER'S CONSTRUCTION SUPPLIES TRADING

Authorized Signature: 