



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

NINIO R. BAUTISTA
Owner
SONKKENS OFFICE EQUIPMENT TRADING
Lipa City, Batangas

Sir/Madam,

The attached Purchase Order No. 2025-10-0912 are already approved so NOTICE is given to SONKKENS OFFICE EQUIPMENT TRADING for the purchase of Other Machinery and Equipment requested by E. Samaniego -- PUBLICATION with PR No. 2025-08-2140. 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

NOV 06 2025

I acknowledge receipt of this Notice on : _____

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

Authorized Signature: _____
