



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

PAULA N. TOLENTINO
Owner
MCA CONSUMER GOODS TRADING
Marikina, City, Metro Manila

Sir/Madam,

The attached **Purchase Order No. 2025-11-1061** are already approved so **NOTICE** is given to **MCA CONSUMER GOODS TRADING** for the purchase of **Hotel Amenities and Cleaning Supplies** with **PR No. 2025-09-2424**. 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 : NOV. 18, 2025

Name of the Representative of the Bidder: **MCA CONSUMER GOODS TRADING**

Authorized Signature: