



OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

FERDINAND A. BOLFANE

Owner

4 SISTER'S CONSTRUCTION SUPPLIES TRADING

Tayabas, Quezon

Sir/Madam,

The attached Purchase Order No. 2025-11-1108 are already approved so NOTICE is given to 4 SISTER'S CONSTRUCTION SUPPLIES TRADING for the purchase of Relocation and Establishment of REPDI Huddle Room requested N. Guinto - RESEARCH with PR No. 2025-10-2654. 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

DEC 17 2025

I acknowledge receipt of this Notice on : _____

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

Authorized Signature: 