



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



OFFICE OF THE PRESIDENT

**NOTICE TO PROCEED**

MAY ANN SERANO  
Representative  
**CLIMATECH MECHA SOLUTION INC.**  
Sta.Rosa City, Laguna

Sir/Madam,

The attached Purchase Order No. 2025-12-1158 are already approved so **NOTICE** is given **CLIMATECH MECHA SOLUTION INC.** for the purchase of **Consolidated Aircon for Offices, Colleges and Satellite** requested by **M. Zabella – PROCUREMENT** with PR No. 2025-09-2399. 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 : December 15, 2025

Name of the Representative of the Bidder **CLIMATECH MECHA SOLUTION INC.**

Authorized Signature: