



SOUTHERN LUZON STATE UNIVERSITY

Bids and Awards Committee

G-7, HP Building, SLSU, Lucban, Quezon PH 4328
(+63)42-540-6519 993 bac@slsu.edu.ph @Slsu Procurement

NOTICE TO PROCEED

MYLA M. BANTA
Sales Consultant
SONKKENS OFFICE EQUIPMENT TRADING
Blk 1 Lot 28 City Park Subd.,
Sabang, Lipa City,
Batangas

Ma'am:

Notice is hereby given to **SONKKENS OFFICE EQUIPMENT TRADING**, with the attached Contract of Procurement and to proceed your work regarding **PROCUREMENT OF EQUIPMENT FOR IAELO LOT 1 OFFICE EQUIPMENT** effective DEC 26 2025.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this Notice by signing attached copies in the space provided. Keep one copy and return the others to the Southern Luzon State University.

Very truly yours,

FREDERICK T. VILLA, DT
University President

Acknowledging receipt of this Notice on DEC 26 2025

Printed Name of Bidder's Authorized Representative: Myla M. Banta

Signature of Bidder's Authorized Representative: [Handwritten Signature]