



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

OFFICE OF THE PRESIDENT

**NOTICE TO PROCEED**


SHERYL BOLIVAR  
Senior Account Executive I  
PHILCOPY CORPORATION  
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2026-03-0186 are already approved so NOTICE is given PHILCOPY CORPORATION for the purchase of Other Machinery and Equipment requested by M. SEÑO - REGISTRAR OFFICE with PR No. 2026-02-0554. 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,

  
FREDERICO F. VILLA, DTech  
University President

APR 15 2026

I acknowledge receipt of this Notice on : \_\_\_\_\_

Name of the Representative of the of the Bidder PHILCOPY CORPORATION

Authorized Signature: \_\_\_\_\_





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

**OFFICE OF THE PRESIDENT**

**NOTICE OF AWARD**

APR 10 2026

**SHERYL BOLIVAR**  
Senior Account Executive I  
Philcopy Corporation  
Lucena City, Quezon

Dear Sir/Madame,


We are glad to inform you that the Procurement of the MULTI-FUNCTION PHOTOCOPIER (REGISTRAR) With P.R. No. 2026-02-0554 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to ONE HUNDRED TWENTY THOUSAND PESOS ONLY (P 120,000.00).

You are therefore required, within ten (10) calendar days from the receipt of this Notice of Award, to formally enter into a contract with us.

Very truly yours,

  
**FREDERICK T. VILLA, DT**  
University President

Conforme:

  
**SHERYL BOLIVAR**  
PHILCOPY CORPORATION

Date: APR 10 2026