



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucena, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

Randy H. Tan
Owner
MEDIALABS GENERAL MERCHANDISE
Lucena, City

Sir/Madam,

The attached Purchase Order No. 2026-06-0496 are already approved so NOTICE is given **MEDIALABS GENERAL MERCHANDISE** for the purchase of Other Supplies and Materials Expense requested by M. PLACINO - HRMO with PR No. 2026- 06-1564. 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 T. VILLA, DTech
University President

I acknowledge receipt of this Notice on : July 16, 2026

Name of the Representative of the of the Bidder: **MEDIALABS GENERAL MERCHANDISE**

Authorized Signature: 
Randy H. Tan



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE OF AWARD

RANDY H. TAN

Owner

Medialabs General Merchandise

Lucena City, Quezon

Dear Sir/Madame,

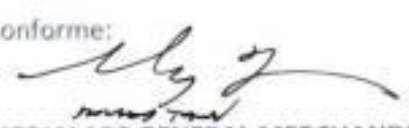
We are glad to inform you that the Procurement of the COMPUTER MEMORY, CLICKER & HARD DRIVE (HRMO) With P.R. No. 2026-06-1564 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to FIFTY-EIGHT THOUSAND AND ONE HUNDRED PESOS ONLY (P 58,100.00).

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,


FREDERICO T. VILLA, DT
University President

Conforme:


MEDIALABS GENERAL MERCHANDISE

Date: July 09, 2026