



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

ERLINDA E. PUNZALAN
Owner
ERZALAN PRITNING PRESS
Quezon City, Metro Manila

Sir/Madam,

The attached **Purchase Order No. 2026-09-0697** are already approved so **NOTICE** is given **ERZALAN PRITNING PRESS** for the purchase of **Bookbinding** requested by **M. DE VELUZ – BAO** with **PR No. 2026-07-1865**. 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, DTech
University President

I acknowledge receipt of this Notice on : 09-15-2026

Name of the Representative of the of the Bidder: **ERZALAN PRITNING PRESS**

Authorized Signature:  ERLINDA E. PUNZALAN



Republic of the Philippines
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NOTICE OF AWARD

ERLINDA E. PUNZALAN
Owner
ERZALAN Printing Press
Quezon City, Metro Manila

Dear Sir/Madame,

We are glad to inform you that the Procurement of the **BOOKBINDING OF THESIS (BAO)** With **P.R. No. 2026-07-1865** is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to **FIVE HUNDRED FIFTY-EIGHT THOUSAND PESOS ONLY (P 558,000.00)**.

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:


ERZALAN PRINTING PRESS

Date: 09-10-2026