



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

PAULA N. TOLENTINO
Owner
MCA CONSUMER GOODS TRADING
Marikina City

Sir/Madam,

The attached Purchase Order No. 2026-09-0681 are already approved so **NOTICE** is given to **MCA CONSUMER GOODS TRADING** for the purchase of Office Supplies Expense 3rd and 4th Quarter requested by V. Obien - SUPPLY OFFICE with PR No. 2026-08-1965. 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 : September 8, 2026

Name of the Representative of the of the Bidder: **MCA CONSUMER GOODS TRADING**

Authorized Signature: 



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE OF AWARD

PAULA N. TOLENTINO

Owner

MCA Consumer Goods Trading
Marikina City, Metro Manila

Dear Sir/Madame,

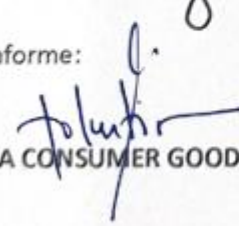
We are glad to inform you that the Procurement of the OFFICE SUPPLIES FOR 3RD & 4TH QUARTER 2026 (SAP) With P.R. No. 2026-08-1965 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to THREE HUNDRED EIGHT THOUSAND AND NINE HUNDRED PESOS ONLY (P 308,900.00).

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:


MCA CONSUMER GOODS TRADING

Date: September 3, 2026