Republic of the Philippines

SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE OF AWARD

MA. REBECCA A. JAYME
LMA South Territory Manager
RICOH (Philippines), Inc.
Makati City, Metro Manila

Dear Sir/Madame,

We are glad to inform you that the Procurement of the **RENEWAL OF PRINTING MACHINE RENTAL (BAO)** With **P.R. No. 2026-09-2659** is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to **SEVENTY THOUSAND AND THREE HUNDRED FOURTEEN PESOS ONLY (₱ 70,314.00).**

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:

RICOH (PHILIPPINES), INC.

Date: NOV 09 2026

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
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OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MA. REBECCA A. JAYME
LMA South Territory Manager
RICOH (PHILIPPINES), INC.
Makati City, Metro Manila

Sir/Madam,

The attached **Purchase Order No. 2026-10-0868** are already approved so **NOTICE** is given to **RICOH (PHILIPPINES), INC.** for the purchase of **Printing and Publication (Renewal of Ricoh Printing Machine Rental Services) requested by M. DE VELUZ – BAO** with **PR No. 2026-09-2659.** 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 : NOV 12 2026

Name of the Representative of the of the Bidder: **RICOH (PHILIPPINES), INC.**

Authorized Signature: _____