Republic of the Philippines

SOUTHERN LUZON STATE UNIVERSITY

Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE OF AWARD

MARIA CRISTINA S. MECEJA
General Manager
SLSU Development Cooperative
Lucban, Quezon

Dear Sir/Madame,

We are glad to inform you that the Procurement of the **REPRESENTATION EXPENSE FOR MEETINGS (PROCUREMENT)** With **P.R. No. 2026-10-2855** is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to **THREE THOUSAND PESOS ONLY (₱ 300,000.00)**.

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:

Maria Cristina S. Meceja
SLSU DEVELOPMENT COOPERATIVE

Date: NOV 11 2026

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

OFFICE OF THE PRESIDENT

NOTICE TO PROCEED

MARIA CRISTINA S. MECEJA
General Manager
SLSU DEVELOPMENT COOPERATIVE
Lucban, Quezon

Sir/Madam,

The attached **Purchase Order No. 2026-11-0957** are already approved so **NOTICE** is given to **SLSU DEVELOPMENT COOPERATIVE** for the purchase of **Representation Expense (Food/Water/Commemoratives) requested by M. ZABELLA - PROCUREMENT** with **PR No. 2026-10-2855.** 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 16 2026

Name of the Representative of the of the Bidder: **SLSU DEVELOPMENT COOPERATIVE**

Authorized Signature: Maria Cristina S. Meceja