



Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE AND TECHNOLOGY
Nagtahan, Sampaloc, Manila

BUSINESS DEVELOPMENT SERVICES

May 28, 2025

DR. ROGELIO T. MAMARADLO
President
This Institute

Dear Sir,

Greetings.

I am writing to respectfully seek your approval and support to begin the process of sourcing a new supplier for the uniforms of our students such as Institutional Uniform, PE Uniform, NSTP T-Shirt and Institutional T-Shirt. As part of our ongoing commitment to maintain high standards of quality, comfort, and affordability for our students, we believe it is timely to assess potential uniform suppliers who can meet the needs of our Institute.

Upon your approval, we plan to identify and evaluate several suppliers based on their product quality, pricing, delivery reliability, and ability to comply with our college branding and design guidelines. We also intend to gather input from students, faculty, and relevant stakeholders to ensure the selected supplier meets our expectations.

Please be assured that all findings and recommendations will be submitted to your office for final review and approval before any agreement is made.

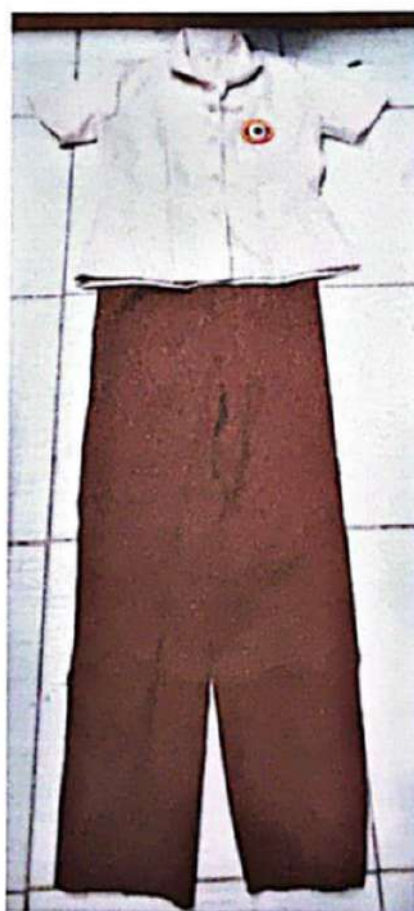
Attached herewith is the copy of design of uniforms as reference.

Thank you very much for your time and attention to this matter. I look forward to your favorable response.

Respectfully yours,


DR. HIRONORI KIKUCHI
Director

INSTITUTIONAL UNIFORM



PE UNIFORM



NSTP T-SHIRT



INSTITUTIONAL T-SHIRT

