



OFFICE OF THE MAYOR

NOTICE TO PROCEED

11-02-2022

COPYLANDIA OFFICE SYSTEMS CORPORATION

Sgt. Bumatay, Corner Katarungan,
Brgy. Plainview, Mandaluyong City

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Replacement of Parts for the Ineo226 Copier Machine** under Purchase Request No. **100-22-08-1069**, covered by Purchase Order No. 22-10-2018 has been duly approved.

You are hereby directed to perform your obligations as stipulated in the contract. No revisions of the contract shall take effect unless approved in writing by this office.

We look forward to the completion of this project to our mutual satisfaction.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
City Mayor

By authority of the City Mayor:


ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme:


ROMEO A. PECHON, JR.
Authorized Representative
**COPYLANDIA OFFICE SYSTEMS
CORPORATION**

Date: Nov 02, 2022