



NOTICE TO PROCEED

23 November 2022

PHILCOPY CORPORATION

U-2406 24/F, Medical Plaza Ortigas Bldg.
San Miguel Avenue, San Antonio,
Pasig City

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Replacement of Spare parts for Kyocera Mita Multi-Function Copier Machine** for the City Accounting Office under Purchase Request No. **100-22-08-1109**, covered by Purchase Order No. 22-11-2094 has been duly approved.

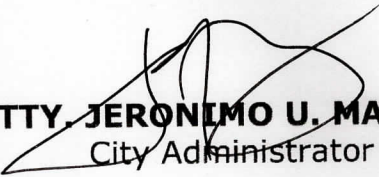
You are hereby directed to perform your obligations as stipulated in the contract. No revisions of the contract shall take effect unless approved in writing by this office.


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: 
HAROLD VINCENT P. TULAUAN
Authorized Representative
PHILCOPY CORPORATION