



**NOTICE TO PROCEED**

November 24, 2022  
Date

**E-COPY CORPORATION**

G/F 65 Sen. Gil Puyat Avenue,  
Palanan, Makati City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Photocopier Machine** for the **City Mayor's Office** under **Purchase Request No. 100-22-10-6175**, covered by **Purchase Order No. 22-11-2128** 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.

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**  
City Mayor

By authority of the City Mayor:

  
**ATTY. JERONIMO U. MANZANERO**  
City Administrator

Conforme:   
**JOMAR C. NAGEL**  
Authorized Representative  
**E-COPY CORPORATION**

Date: Nov. 24, 2022