



## NOTICE TO PROCEED

05 December 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 **Repair and Maintenance of Kyocera Copier Machine** under Purchase Request No. **100-22-09-6123**, covered by Purchase Order No. 22-11-2143 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:                       
**RUBY JEAN R. PASTOR**  
Authorized Representative  
**PHILCOPY CORPORATION**

Date: 12/5/22