



NOTICE TO PROCEED

28 February 2023

COPYLANDIA OFFICE SYSTEMS CORPORATION

718 Sgt. Bumatay Street, Mandaluyong City

Dear Sir/Madam:

The attached Purchase Order Contract No. 23-02-0039 dated 20 February 2023 having been approved, you are hereby directed to proceed with the project immediately and complete the same within forty-five (45) calendar days, without extension. You are also hereby directed to provide custom receipts upon delivery of the items.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. Kindly return the original to the **PROCUREMENT MANAGEMENT OFFICE**.

Very truly yours,

HON. VICTOR MA. REGIS N. SOTTO

City Mayor

By the Authority of the Mayor

ATTY. JERONIMO U. MANZANERO

City Administrator

I acknowledge receipt of this Notice on: 2-28-23
Name of the Representative of the Bidder: **MICHELLE SAMONTE SICAT**
Authorized signature: [Signature]