



OFFICE OF THE MAYOR

NOTICE TO PROCEED

01 MAR 2023

PHILCOPY CORPORATION

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

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Consumables and Spare Parts for the Repair and Maintenance of One (1) Unit Kyocera Multi-function Laser Copier Task Alfa 3212i- General Service Office (GSO)** under Purchase Request No. **100-23-01-003** covered by Purchase Order No. 23-02-0018 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 Pastor
RUBY JEAN PASTOR
Authorized Representative
PHILCOPY CORPORATION

Date: *March 1, 2023*