



NOTICE TO PROCEED

17 MAR 2023

PHILCOPY CORPORATION

793 J.P Rizal Street,
Poblacion, Makati City

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Supply and Delivery of Toners for Various Kyocera Photocopier Machines – General Services Office (GSO)** under Purchase Request No. **100-23-01-249**, covered by Purchase Order No. 23-03-0064 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: 
ROLANDO B. CRUZ
Authorized Representative
PHILCOPY CORPORATION

Date: March 17, 2023