



OFFICE OF THE MAYOR

NOTICE TO PROCEED

23 MAR 2023

E-COPY CORPORATION

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

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Supply and Delivery of Toners for the Sharp Photocopier Machine – City Mayor's Office** under Purchase Request No. **100-23-01-116**, covered by Purchase Order No. 23-03-0078 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: JAYSON ASAYTONO
Authorized Representative
E-COPY CORPORATION

Date: 03/23/2023