



**NOTICE TO PROCEED**

12 APR 2023

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

SGT. Bumatay Cor Katarungan,  
Brgy. Plainview, Mandaluyong City

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Supply and Delivery of Various Printing Supplies - Pasig City General Hospital (PCGH)** under Purchase Request No. **100-23-01-026**, covered by Purchase Order No. 23-03-0090 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:   
**ROMEO A. PECHON, JR.**  
Authorized Representative  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**

Date: April 12, 2023