



NOTICE TO PROCEED

27 April 2023

Date

PHILCOPY CORPORATION

793 J.P. Rizal Street,
Poblacion, Makati City

Dear Sir/Madam:


We wish to inform you that your contract for the **Supply and Delivery of Heavy Duty Photocopier Machine** for the **Anti-Drug Abuse Council of Pasig** under **Purchase Request No. 100-23-02-393**, covered by **Purchase Order No. 23-04-0137** 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.

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:

4-27-23