



**NOTICE TO PROCEED**

02 May 2023

**PHILCOPY CORPORATION**

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

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Supply and Delivery of Various Supplies for the Repair and Maintenance of Kyocera Photocopier Machine - Pamantasan ng Lungsod ng Pasig (PLP)** under Purchase Request No. **100-23-02-218**, covered by Purchase Order No. 23-04-0124 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: HAROLD VINCENT P. TULAUAN  
Authorized Representative  
PHILCOPY CORPORATION

Date: 05/02/2023