



NOTICE TO PROCEED

12 May 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 **Repair and Maintenance of KIP Large Format Printer - Procurement Management Office (PMO)** under Purchase Request No. **100-23-03-545**, covered by Purchase Order No. 23-05-0176 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: May 17, 2023