



LUNGSOD NG
PASIG
UMAAGOS ANG PAG-ASA

OFFICE OF THE MAYOR

NOTICE TO PROCEED

24 May 2023

Date

PHILCOPY CORPORATION
793 J.P. Rizal St., Poblacion,
Makati City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Photocopying Machine** for the **Youth Development Center** under **Purchase Request No. 100-23-01-130**, covered by **Purchase Order No. 23-05-0204** 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:

5-24-23