LUNGSOD NG PASIG
UMAAGOS ANG PAG-ASA

OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

11 AUG 2023

**PHILCOPY CORPORATION**
U-2406 24/F Medical Plaza Ortigas
Bldg., San Miguel Ave., San Antonio,
Pasig City

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Repair and Replacement of Parts for Kyocera Photocopier Machine - Traffic and Parking Management Office** under Purchase Request No. **100-23-06-1441**, covered by Purchase Order No. 23-08-0481 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: **RUBY JEAN PASTOR**
**Authorized Representative**
**PHILCOPY CORPORATION**

Date: August 11, 2023