



OFFICE OF THE MAYOR

NOTICE TO PROCEED

06 SEP 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 **Supply and Delivery of Parts for the Repair of Photocopier Machines – Procurement Management Office** under Purchase Request No. **100-23-07-1710**, covered by Purchase Order No. 23-08-0555 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 TULAUAN
Authorized Representative
PHILCOPY CORPORATION

Date: 09/06/23