



OFFICE OF THE MAYOR

NOTICE TO PROCEED

08 SEPTEMBER 2023

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 Toner TK – 7220 for Kyocera Taskalfa 4012I** for **Human Resource Development Office** under **Purchase Request No. 100-23-07-1471**, covered by **Purchase Order No. 23-08-0559** 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: **9-8-23**

