



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

06 NOVEMBER 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 1 Unit of Digital Copier** for **Pasig City Library** under **Request for Quotation No. 100-23-08-1928**, covered by **Purchase Order No. 23-10-0717** 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: 11.6.23