



**NOTICE TO PROCEED**

10 NOV 2023

**PHILCOPY CORPORATION**

U-2406 24/F, Medical Plaza Ortigas Bldg.,  
San Miguel Avenue.,  
San Antonio, Pasig City

Gentlemen/Mesdames:

We wish to inform you that the contract for the project under Direct Contracting for the **Repair, Maintenance, and Consumables for Kyocera Photocopier Machine - Procurement Management Office** under Request for Quotation No. **100-23-09-2051**, covered by Contract <sup>4</sup> No. 100-23-09-2051 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 P. TULAUAN**  
Authorized Representative  
**PHILCOPY CORPORATION**

Date: 11/10/23