



15 DEC 2023

**NOTICE TO PROCEED**

**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 project under Direct Contracting for the **Supply and Delivery of Various Kyocera Toners - Procurement Management Office** under Request for Quotation No. **100-23-11-7844** and **100-23-10-2157**, covered by Purchase Order No. 23-12-0851 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.

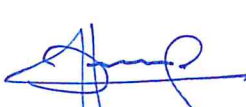

Very truly yours,

**VICTOR MA REGIS N. SOTTO**  
City Mayor

By authority of the City Mayor:

  
**ATTY. JERONIMO U. MANZANERO**  
City Administrator

Conforme:

  
for:  **HAROLD VINCENT P. TULAWAN**  
**RUBY JEAN PASTOR**  
Authorized Representative  
**PHILCOPY CORPORATION**

Date: 12/15/2023