



NOTICE TO PROCEED

15 December 2023

PHILCOPY CORPORATION

793 J.P. Rizal Street,
Poblacion, Makati City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Equipment** for **General Services Office** under **Request for Quotation No. 100-23-07-1873**, covered by **Purchase Order No. 23-12-0888** 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 *Ph*
City Administrator

Conforme: 
ROLANDO B. CRUZ
Authorized Representative
PHILCOPY CORPORATION

Date: 12-15-23