



**NOTICE TO PROCEED**

**15 DEC 2023**

**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 Kyocera Toners - City Legal Office** under Request for Quotation No. **100-23-11-7827**, covered by Purchase Order No. 23-12-0879 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:

  
  
**RUBY JEAN PASTOR**  
Authorized Representative  
**PHILCOPY CORPORATION**

Date: 12/15/2023