



NOTICE TO PROCEED

18 DEC 2023

COPYLANDIA OFFICE SYSTEM

SGT. Bumatay Cor Katarungan,
Brgy. Plainview Mandaluyong City

Gentlemen/Mesdames:

We wish to inform you that the contract for the project under Direct Contracting for the **Supply and Delivery of Ink and Master Fill Type Compatible with Existing RISO Machine - City Health Office** under Request for Quotation No. **100-23-09-2063**, covered by Purchase Order No. 23-11-0853 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:


ROMEO A. PECHON, JR.
Authorized Representative
COPYLANDIA OFFICE SYSTEM

Date: Dec 18, 2023