



NOTICE TO PROCEED

27 DEC 2023

PHILCOPY CORPORATION
793 J.P. Rizal St., Poblacion
Makati City

Gentlemen/Mesdames:

We wish to inform you that the contract for the project under Direct Contracting for the **Supply and Delivery of Various Toners for Kyocera Photocopier Machine - Sangguniang Panlungsod** under Request for Quotation No. **100-23-10-7814**, covered by Purchase Order No. 23-12-0935 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: 
ROLANDO B. CRUZ
Authorized Representative
PHILCOPY CORPORATION

Date: 12-27-23