



NOTICE TO PROCEED

DEC 29 2023

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

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of 2 Units of Photocopier Machine** for **City Mayor's Office** under **Request for Quotation No. 100-23-07-7837**, covered by **Purchase Order No. 23-12-0971** 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
City Administrator

Conforme: 
ROLANDO B. CRUZ
Authorized Representative
PHILCOPY CORPORATION

Date: 12-29-23