



**NOTICE TO PROCEED**

23 April 2024

**PHILCOPY CORPORATION**  
789 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 - GENERAL SERVICES OFFICE** under **REQUEST FOR QUOTATION NO. 100-24-01-358**, covered by **PURCHASE ORDER NO. 24-04-1176** 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: 4-23-24

RFQ No. 100-24-01-358 | NFL