



NOTICE TO PROCEED

September 01, 2022
Date

COPYLANDIA OFFICE SYSTEMS

Sgt. Bumatay, Corner Katarungan,
Brgy. Plainview, Mandaluyong City

Dear Sir/Madam:

We wish to inform you that your contract for the **Procurement of Multi-Function Machine with 2 Cassette Trays and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder** for the use of the Pasig City Children's Hospital under Purchased Request No. 100-22-05-667, covered by Purchase Order No. 22-08-1889 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: **ROMEO A. PECHON, JR.**
Authorized Representative
COPYLANDIA OFFICE SYSTEMS

Date: Sept 1, 2022