November 05, 2020

PHILCOPY CORPORATION

2/F Patco Bldg, #922 Henson St., Angeles City, Pampanga Tel. No. (045) 888-3672

ATTN:

Ms. CHRISTINE S. DELA CRUZ

Branch Manager

Dear Sir:

Subject:

NOTICE TO PROCEED

This refers to the Direct Contracting (DC) for the Supply and Delivery of Consumables for Existing Kyocera Copying Machine under DC20-10-002ANG.

The attached Purchase Order (PO) No. 80396 having been approved, this notice to Proceed is being issued for you, to commence with the Supply and Delivery of Consumables for Existing Kyocera Copying Machine within thirty (30) calendar days as indicated in the P.O. Annex, upon receipt of this notice.

You may coordinate with Mr. Bernardo B. Esguerra, Acting Logistics Management Officer II at telephone number (045) 892-5073-74 local 423 for the specific details of their requirements.

Kindly acknowledge receipt of this letter and email back to us at Analyn.Dionisio@pagcor.ph or AnnaMichelle.Africa@pagcor.ph or Ferdinand.Razonable@pagcor.ph.

Thank you.

Very truly yours,

Chairman

BRANCH BIDS AND AWARDS COMMITTEE

CF-ANGELES

Received