



July 1, 2021

PHILCOPY CORPORATION
793 J.P. Rizal Avenue, Poblacion,
Makati City
Tel. No. (632) 8899-8625
Mob. No. (919) 086-0782
Email: supplies@philcopy.net

ATTENTION : MS. MARIA JESUSITA P. SANTOS
Manager

Dear Madam :

Subject : NOTICE TO PROCEED

We are pleased to inform you that the Service Contract for the Supply and Delivery of Consumables for Existing Kyocera Copying Machines under ITB No. DC21-00-003COR that was awarded to you has been signed by the contracting parties.

Thus, we are issuing this Notice to Proceed for you to commence with the performance of your obligations under the contract effective from the date of receipt of this notice. The Service Contract shall be in force for a period of one (1) year or upon the exhaustion of the contract price, whichever comes first.

You may coordinate with Logistics Management Officer II Ramces C. Cea, of the Logistics Management Department (LMD), at 8529-8625 to 27 for the specific details of their requirement.

Kindly acknowledge receipt of this notice and email it to Melda.Penaredondo@pagcor.ph.

We look forward to the completion of this project to our mutual satisfaction

Thank you.

Very truly yours,

ALBERTO O. REGINO JR.
Chief of Staff

MMW/MD7012021

cc: AVP, LMD

Received by:

MS. MARIA JESUSITA P. SANTOS

Printed Name and Signature

MANAGER - SUPPLIES DEPT.

Position

JULY 06, 2021

Date