



May 18, 2021

**PHILCOPY CORPORATION**

Philcopy Building, 793 J.P. Rizal Avenue,  
Poblacion, Makati City  
Email: [tsd@philcopy.net](mailto:tsd@philcopy.net)

ATTENTION : **MR. GOMER C. LAGMAY**  
TSD Manager

Dear Madam :

Subject : **NOTICE TO PROCEED**

We are pleased to inform you that the Service Contract for the Supply, Delivery and Installation of Existing Kyocera Spare Parts under ITB No. DC20-10-003COR, 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 required services effective upon receipt of this notice. This Service Contract shall be in force for a period of one (1) year, or upon exhaustion of the contract price, whichever comes first.

You may coordinate with Sr. Manager CECILIA BUMANLAG, of the Facilities Management and Engineering Department (FMED), at 7755-3199.

Kindly acknowledge receipt of this notice and email it to [Sheryll.Despues@pagcor.ph](mailto:Sheryll.Despues@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

CDN/SQD05/18/2021

cc: BAC 1  
FMED

Received by:

GOMER C. LAGMAY  
Printed Name and Signature

MANAGER - TSD  
Position

MAY 25, 2021  
Date

D2021-00633