



March 18, 2022

COPYLANDIA OFFICE SYSTEMS CORPORATION

718 Sargent Bumatay Street,
Mandaluyong City, Metro Manila
Tel. No.: (02) 747-6888

ATTN: **MR. ISIDORO C. VILLANUEVA**
Branch Manager

Gentleman:

Subject: **NOTICE TO PROCEED**

This refers to the public bidding for the Supply and Delivery of Four (4) Lots of Various IT Equipment Supplies and Materials for the Repair and Maintenance under ITB No. PB21-10-012BAC.

The attached Purchase Contract having been approved, this Notice to Proceed is being issued for you, to commence within thirty (30) calendar days the supply and delivery of the said items under **Lot 2 (Supply and Delivery of Ink, Stencil and Toners for the Existing Risograph Machine and Ineo Printers)** upon receipt of this Notice to Proceed.

You may coordinate with Mr. Ronald P. Sanchez, IT Officer, Information Technology Section of CF-Bacolod at telephone number (034) 434-8903 to 10, Local 111 for specific details of the requirement.

Please acknowledge receipt of this letter and then email it back to us at lillyann.jelbuena@pagcor.ph or german.delacruz@pagcor.ph.

Thank you.

Very truly yours,


JOSE MARCIANO C. BAUTISTA
Branch Manager

Cc: BBAC
End-user

Received:


ISIDORO C. VILLANUEVA
Printed Name and Signature

Date

03/18/2022