



October 10, 2022

MS. MARIA JESUSITA P. SANTOS

Senior Manager

PHILCOPY CORPORATION

793 J.P. Rizal Avenue, Makati City

Tel. No.: (632) 8899-8625

Email Address: supplies@philcopy.net / jijettesantos@philcopy.net

Dear Madam:

Subject: **NOTICE TO PROCEED**

We are pleased to inform you that the Purchase Contract for the Supply and Delivery of Consumables for Existing Kyocera Copying Machines under ITB No. DC22-02-002COR, has been signed by you and the duly designated PAGCOR official.

Thus, we are issuing this Notice to Proceed for you to complete the delivery of the toners within fifteen (15) calendar days from receipt of the Quotation Form duly signed by the Assistant Vice President (AVP) of the Logistics Management Department (LMD) or his duly authorized representative at the PAGCOR Complex, 363 Bayan Luma, Imus, Cavite.

You may coordinate with Sr. Logistics Management Officer, Armando M. Prudencio of our Logistics Management Department, at 8529-8625, for the specific details of their requirements

Kindly acknowledge receipt of this notice and email it to Edgardo.Rebueno@pagcor.ph.

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

Thank you.

Very truly yours,

ALBERTO O. REGINO JR.
VICE PRESIDENT

MARIA JESUSITA P. SANTOS

Printed Name and Signature

Position

SENIOR MANAGER

Date

OCTOBER 18, 2022