



November 6, 2013

**E-COPY CORPORATION**

No. 5837 Zobel Roxas St.  
Palanan, Makati City  
Tel. No. 525-9911  
Fax. No. 525-9860/70

ATTN: **RENE LOPEZ**  
Service Department Head

**Gentlemen:**

Subject: **NOTICE TO PROCEED**

This refers to the Negotiated Procurement (Small Value) for the **Supply & Delivery of Toner for Sharp Copier Machine** under ITB No. COR 13-00135.

The attached Purchase Order (PO) No. 49896 having been approved, this Notice to Proceed is being issued for you to complete the Supply & Delivery of the said items **within seven (7) calendar days from November 6, 2013.**

Kindly acknowledge receipt of this letter and fax it back to us at fax no/s. 404-1411 and 523-2045.

Thank you.

Very truly yours,

**MARJORIE F. SUAREZ**  
Acting Assistant Manager  
Procurement Department

Received by: Name/Position

11-06-13

Date

ok CO2  
on 11/6