



August 14, 2019

PHILCOPY CORPORATION

Philcopy Building, 793 J. P. Rizal
Avenue, Makati City
Tele Fax No.899-8625/899-8423

ATTN: MS. MARIA JESUSITA P. SANTOS
Authorized Representative

Madam:

Subject: NOTICE TO PROCEED

Madam:

We are pleased to inform you that the Purchase Contract for the Public Bidding for the Lot 2: Toner for Kyocera of the Supply and Delivery of Four (4) Lots Common Use Supplies and Materials - Office Supplies under ITB No. PB19-04-008MABa-05, that was awarded to you has already been formally signed by the duly designated PAGCOR official and your representative.

We are, thus, issuing this Notice to Proceed for you to complete the supply and delivery of the items based on the following schedule:

Item	Quantity	Description	Schedule of Staggered Delivery
Lot 2: Toner for Kyocera			
1	3 pieces	Toner, Kyocera TASKALFA 3510I	Within fifteen (15) calendar days from the receipt of the Notice to Proceed or upon advise of end-user
2	2 pieces	Toner, Kyocera TASKALFA TK6309	

You may coordinate with Mr. Menandro Dela Cruz, Senior Logistics Management Officer at telephone number 755-8324 for specific details of the requirement.

Kindly acknowledge receipt of this letter and email us back at JAAIvarado@pagcor.ph

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

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Thank you.

Very truly yours,



CORNELIUS M. GOZE,
Chairperson
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CF-MANILA BAY

Received:

<u>MARIA JESUSITA P. SANTOS</u>
Printed Name and Signature
<u>August 14, 2019</u>
Date