



October 07, 2020

PHILCOPY CORPORATION

Lasala Bldg., #803 J.P. Rizal Ave., Makati City

Tel No.: (02) 8897-6840

Email Address: tsd@philcopy.net

ATTENTION: **Gomer C. Lagmay**
TSD Manager

Gentleman:

SUBJECT: NOTICE TO PROCEED

We are pleased to inform you that the Purchase Order for the Shopping under 52.1(a) of the Supply and Delivery of Spare Parts for Existing Kyocera Multi-Function Laser Copier ECOSYS M3560IDN under ITB No. SU20-10-002MAL 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 commence with the performance of your obligations under the contract for a period of Seven (7) calendar days effective upon receipt of this notice.

You may coordinate with Mr. Anthony A. Pedarce, Assistant Facilities Management Officer of Casino Filipino - Malate at 8245-9763 locals 8206 or 8207 for specific details of the requirement.

Please acknowledge receipt of this letter and fax it back to us at 8242-6397.


Thank you.

Very truly yours,



CORNELIUS M. GOZE

Chairperson
BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CASINO FILIPINO - MALATE



cc: End-user, FMS

Received:



MR. GOMER C. LAGMAY

Printed Name and Signature

Position: **TSD MANAGER**

OCTOBER 7, 2020

Date