



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

Mr. LESTER MAGBOO
Service Supervisor
E-COPY CORPORATION
5837 Zobel Roxas Street
Palanan, Makati City

Dear **Mr. Magboo**:

The attached Purchase Order No. 2022-08-070 dated 23 August 2022 in the amount of **Eleven Thousand One Hundred Forty-Eight Pesos (P11,148.00)** for the **purchase of one (1) piece Fusing Unit for Sharp Copier Model AR6031 for the use of the Records Management Section** having been approved, notice is hereby given to **E-Copy Corporation** to proceed with the delivery of the goods in accordance with the terms and conditions provided in the said Purchase Order and the schedule requirement herein specified:

ITEM NO.	DESCRIPTION	QUANTITY/UNIT	DELIVERY PERIOD
1	Fusing Unit	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Procurement Management Division.

Very truly yours,

JESSE H.T. ANDRES

Undersecretary

Head of the Procuring Entity

As per DO No. 292 dated 01 July 2022

Conforme:

08-30-22

Printed name and signature of the representative