



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

Ms. JESUSITA P. SANTOS
Manager, Supplies Department
PHILCOPY CORPORATION
793 J.P. Rizal Avenue
Makati City

Dear **Ms. Santos**:

The attached Purchase Order No. 2022-10-098 dated 26 October 2022 in the amount of **Eighteen Thousand Seven Hundred Fifty Pesos (P18,750.00)** for the **purchase of two (2) pieces toner TK-7109 for photocopier model Kyocera Taskalfa 3010I for the official use of OCP Las Piñas City and OCP Muntinlupa City** having been approved, notice is hereby given to **Philcopy Corporation** to proceed with the delivery of 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	Toner (TK-7109)	2 pieces	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:

REY BELGIRA 11-04-2022

Printed name and signature of the representative