



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

**NOTICE TO PROCEED**

**Mr. RAMADON C. CABUS**  
*Senior Technical Manager*  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
718 Bumatay Street  
Mandaluyong City

Dear **Mr. Cabus**:

The attached Purchase Order No. 2023-01-006 dated 19 January 2023 in the amount of **Thirteen Thousand Two Hundred Fifty Pesos (P13,250.00)** for the **purchase of various spare parts and toner of photocopier model Ineo287 for the official use of the Office of Assistant Secretary Majken Anika Gran-Ong** having been approved, notice is hereby given to **Copylandia Office Systems 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	Image Transfer Roller Kit (A7AH-R729-00)	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
2	Toner Filter (A7AH-R726-00)	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
3	Ozone Filter (A7AH-R703-00)	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
4	Waste Toner for Ineo 287/367 (WT Ineo 287/367)	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:**

JERRY SABANA 01-23-23  
Printed name and signature of the representative