



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. 2023-05-052 dated 30 May 2023 in the amount of **Eighty-Eight Thousand Seven Hundred Forty-Eight Pesos (₱88,748.00)** for the **purchase of consumables and spare parts for Sharp MX-M356NV Copier Machine for the Official Use of the National Prosecution Service** having been approved, notice is hereby given to **E-Copy 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	9 pieces	Thirty (30) calendar days upon receipt of Notice to Proceed
2	Developer	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
3	Drum	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
4	Heat Roller	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
5	DV Seal	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
6	Separate Roller FT	2 pieces	Thirty (30) calendar days upon receipt of Notice to Proceed
7	Paper Feed Roller FT	1 piece	Thirty (30) calendar days upon receipt of Notice to Proceed
8	Cleaner Blade	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:


RESIMANNO M. MINA

08 JUN 2023

Printed name and signature of the representative