



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. 2023-05-049 dated 30 May 2023 in the amount of **Six Thousand Three Hundred Sixty-Four Pesos (₱6,364.00)** for the **purchase of spare part for Sharp AR-6031N copier machine for the Official Use of the Office of the City Prosecutor of Malabon City** 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	High Voltage 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 JUN 2023
Printed name and signature of the representative