



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

MS. MYLENE PALALAY
Authorized Representative
BUSINESS MACHINES CORPORATION
Carson Bldg., 1888 Orense St.,
Guadalupe Nuevo, Makati City

Dear **Ms. Palalay**:

The attached Purchase Order No. 2023-08-094 dated 17 August 2023 in the amount of **Ninety-Six Thousand Pesos (P96,000.00)** for the **supply and delivery of multi-function printers for the official use of the Budget Division of the Department of Justice (DOJ)** having been approved, notice is hereby given to **Business Machines 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	EPSON L15150 Multi-Function Printers	2 unit	Thirty (30) calendar days upon receipt of the 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,

USEC. JESSE H.T. ANDRES
Head of Procuring Entity
As per DO No. 292
dated 1 July 2022

Conforme:

MYLENE PALALAY 9/5/2023

Printed name and signature of the representative