



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

NOTICE TO PROCEED

Ms. SHERRYL K. DE GUZMAN
Business Development Manager
DELSAN OFFICE SYSTEMS CORPORATION
7893 Lawaan Street
San Antonio Village, Makati City

Dear **Ms. De Guzman**:

The attached Purchase Order No. 2023-08-086 dated 7 August 2023 in the amount of **One Million One Hundred Thirty-Seven Thousand Five Hundred Twenty-Eight Pesos (₱ 1,137,528.00)** for the **supply and delivery of ink cartridges for Epson L3250 printers** having been approved, notice is hereby given to **Delsan 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	Ink Cartridge for Epson L3250 printer, black	2,196 pieces	Ninety (90) days upon receipt of Notice to Proceed
2	Ink Cartridge for Epson L3250 printer, cyan	263 pieces	Ninety (90) days upon receipt of Notice to Proceed
3	Ink Cartridge for Epson L3250 printer, magenta	263 pieces	Ninety (90) days upon receipt of Notice to Proceed
4	Ink Cartridge for Epson L3250 printer, yellow	263 pieces	Ninety (90) 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:

SHERRY L. DE LOURDES *Sherry L. De Lourdes*
Printed name and signature of the representative

8-16-2020