



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna Street corner Muralla Street
Intramuros, Manila, Philippines



OFFICE OF THE EXECUTIVE VICE-PRESIDENT

NOTICE TO PROCEED

PHILCOPY CORPORATION

793 J.P. Rizal Ave.,
Makati City
Tel. 02-8899-8625
supplies@philcopy.net

*Attention: **MARIA JESUSITA P. SANTOS***
Manager, Sales Department

Dear Ms. Santos:

The attached Contract Agreement having been approved; notice is hereby given to **PHILCOPY CORPORATION** that the delivery of the project **PROCUREMENT OF 1st QUARTER CONSUMABLES FOR COPIERS AND PRINTERS** shall commence ***within seven (7) calendar days*** upon receipt of this notice.

In view thereof, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation of Schedule of Requirements.

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 **PAMANTASAN NG LUNGSOD NG MAYNILA**.

Very truly yours,

(SGD.)
MARIA AUXILLIADORA LIBERTINE C. AMOR
Executive Vice-President
Date: _____

I acknowledge receipt of this Notice on _____ (date of receipt)
Name of the Representative of the Bidder: MARIA JESUSITA P. SANTOS
Authorized Signature: (SGD.)