



Republic of Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY
FOR PROCUREMENT AND ADMINISTRATION

NOTICE TO PROCEED

FEB 05 2020

Date

IRENE O. VELANTE
Authorized Representative
COPYLANDIA OFFICE SYSTEMS CORPORATION
718 Sgt. Bumatay St.
Mandaluyong City

Project No. : **2019-12-AdmS2(033AMP012)-BV-DC-108to109**
Project : **Supply and Delivery of Consumables from Exclusive Distributors**

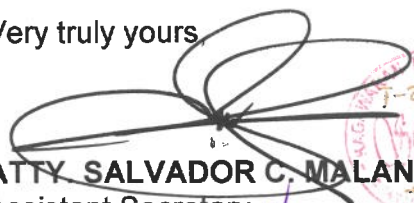
Dear **Ms. Velante**:

The attached Purchase Order (PO), bearing no. **2019-12-AdmS2(033AMP012)-BV-DC108to109-P061**, in the amount of **Philippine Pesos Six Hundred Sixty-Six Thousand Five Hundred and 00/100 (PhP666,500.00)** only, having been approved, this Notice is hereby issued to the **COPYLANDIA OFFICE SYSTEMS CORPORATION**, that the firm's performance of its contractual obligations shall commence effective from date of receipt of this Notice by the firm.

Therefore, you are responsible for performing said obligations in accordance with the terms, conditions and implementation schedule of the PO.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below.

Very truly yours,


ATTY. SALVADOR C. MALANA III
Assistant Secretary *H*
for Procurement and Administration

I acknowledge receipt of this Notice on: Feb. 6, 2020

Name of Representative of the Supplier: Irene O. Velante

Authorized Signature: 