



Republic of the Philippines
Department of Education

NOTICE TO PROCEED

February 12, 2024

Date

MICHELLE S. SICAT

Senior Solutions Consultant

Copylandia Office Systems Corporation

718 SGT Bumatay, Mandaluyong City

Contact Nos.: (02) 75020459

Email Address: m_samonte@copylandia.com.ph

Project No. **2023-SIF2(014)-BIV-NPSVP-054**

Project Title: **Purchase of Photocopier for EFD Office**

Dear **Ms. Sicat**,

The attached **Purchase Order** of the above project, bearing no. **2023-SIF2(014)-BIV-NPSVP054-P020** in the amount of **Philippine Pesos Three Hundred Eighty Five Thousand and 00/100 (Php385,000.00)** only, having been approved, this Notice is hereby issued to your firm, that the performance of the agreement shall commence effective from the date of receipt of this Notice.

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

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

Very truly yours,

Atty. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

I acknowledge receipt of this Notice on:

Name of the Service Provider:

Authorized Signature:

Encl. as stated.

2-12-24
Michelle S. Sicat
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