

NOTICE TO PROCEED

MS. FRANCIS E. LACHICA
Authorize and Designated Representative
PHILCOPY CORPORATION
793 JP Rizal Avenue, Poblacion, Makati City

Dear **Ms. Lachica**:

Following the approval of the attached Purchase Order, notice is hereby given to **Philcopy Corporation** to proceed upon receipt of this Notice for the requirements of **Supply and delivery of one (1) unit Mid-size Heavy Duty Document Shredder**, with contract price amounting to **Forty-four Thousand Three Hundred Seventy Pesos Only (PhP 44,370.00)**, inclusive of all applicable taxes.


Philcopy Corporation is responsible for performing the services under the terms and conditions of the Purchase Order and in accordance with the Implementation Schedule. For delivery of goods, please inform our Property Officer through paula_granale@tpb.gov.ph at least three (3) days prior to delivery, to provide ample time for the preparation and approval of the gate pass and ensure availability of inspectors at the time of delivery. Also, please note that delivery personnel need to present a barangay health clearance or negative COVID19 test result upon entry to Legaspi Towers 300.

Please acknowledge receipt and acceptance of this notice by signing in the space provided below. Keep one (1) copy and return the other to the Tourism Promotions Board (TPB).

Very truly yours,



MARIA ANTHONETTE C. VELASCO-ALLONES

Chief Operating Officer 

Date:

Conforme:

PHILCOPY CORPORATION

Date: