



Republic of the Philippines  
Quezon City  
OFFICE OF THE CITY MAYOR

3/F Bulwagang Amoranto,  
High Rise Building,  
Quezon City Hall Compound,  
Diliman, Quezon City  
Trunkline 988-4242

**NOTICE TO PROCEED**

This CONTRACT, therefore, having been approved, copy of which is hereto attached, NOTICE TO PROCEED is hereby given to:

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

Contractor

With Office Address at  
718 Bumatay St. Plainview, Mandaluyong City

For the Project  
**PROCUREMENT OF MASTER ROLL AND RISO INK**

**FOR THE PERIOD**

DEC 15 2023

TO

DEC 30 2023

The Project will commence on DEC 15 2023

ISSUED BY:

**MA. JOSEFINA G. BELMONTE**  
City Mayor

We hereby acknowledge the receipt of the above mentioned Notice

12/16/23  
**ROMEO PECHON JR**

(Signature Over Printed Name and Designation)  
COPYLANDIA OFFICE SYSTEMS CORPORATION