

28 SEP 2021

PHILIPPINE  
PORTS  
AUTHORITY



## NOTICE TO PROCEED

**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
718 Bumatay Street,  
1550 Mandaluyong City

**SUBJECT: LEASE AND MAINTENANCE OF PHOTOCOPYING MACHINES**  
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Gentlemen:

This is to inform you that the above-mentioned project has been approved in accordance with the provisions of the Contract and Bidding Documents. Accordingly, you are hereby instructed to commence with the work, perform the services under the terms and conditions of the Contract in accordance with the Implementation Schedule for the said project, effective upon receipt of this Notice to Proceed. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful bidder.

Please acknowledge and indicate the date of receipt of this Notice to Proceed by signing on the space below and return the original copy to us.

Very truly yours,

PHILIPPINE PORTS AUTHORITY

By:

**JAY DANIEL R. SANTIAGO**  
General Manager

RECEIVED BY:

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

**ROMEO A. PECHON, JR.**  
Authorized Representative

Date September 28, 2021