

Republic of the Philippines
PROVINCE OF SOUTHERN LEYTE
City of Maasin

OFFICE OF THE PROVINCIAL GOVERNOR

JAN 27 2021

NOTICE TO PROCEED

MS. MARIA TERESA H. BLANCO

Authorized Representative

Copylandia Office Systems Corporation

G/F RR Apostol Bldg. cor. Zamora & Sto. Nino Sts.,
Tacloban City, Leyte, Philippines

Dear Sir/Madam:

The attached Contract Agreement having been approved, notice is hereby given to **Copylandia Office Systems Corporation./ Ms. Maria Teresa H. Blanco** that delivery of goods may proceed on the **Procurement of One (1) Unit Digital Duplicator** this province, effective on **JAN 27 2021**.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Provincial Government of Southern Leyte.

Very truly yours,


DAMIANO G. MERCADO
Provincial Governor

I acknowledge receipt of this Notice on **JAN 29 2021**

Name of the Representative of the Bidder: _____

Authorized Signature:  _____