



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
General Luna Street corner Muralla Street
Intramuros, Manila, Philippines



**OFFICE OF THE VICE PRESIDENT FOR INFORMATION AND
COMMUNICATION TECHNOLOGY**

NOTICE TO PROCEED

19 March 2018

Mr. MYCHAL ANDREW M. FONTANILLA

President

STRATEGIC RESEARCH AND DEVELOPMENT CENTER, INC.

U-424&425 4/F Cityland, Pasong Tamo Tower,

2210 Don Chino Roses Makati City

Contact No: 227-5997

Dear Mr. Fontanilla:

The attached Contract Agreement having been approved, notice is hereby given to **PHILCOPY CORPORATION** that work may commence on the **VARIOUS IT EQUIPMENT AND SOFTWARE (CY 2017)**, upon receipt of this notice.

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 a receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **PAMANTASAN NG LUNGSOD NG MAYNILA**.

Very truly yours,

ENGR. GARRY ERWIN N. DE GRACIA

Acting Vice President for ICT

PAMANTASAN NG LUNGSOD NG MAYNILA

I acknowledge the receipt of this Notice on: _____ (date of receipt).

Name of the Representative of the Bidder: _____.

Authorized Signature: _____.