



BALANGA WATER DISTRICT

EGSA, Four-Lanes, Tuyoy, Balanga City, Bataan 2100

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E-mail: balanga_water@yahoo.com

October 09, 2022

PHILCOPY CORPORATION

#2 Aguinaldo Street, New Asinan, Olongapo City

Attention: **MR. ALFRED REYES**
Major Accounts Officer

Subject: **NOTICE TO PROCEED**

Dear Sir:

This is to inform you that **Purchase Order (P.O) Number PO-2022-09-000689** dated **September 29, 2022** has been approved. The Purchase Order covers the Procurement of **Supply and Delivery of one (1) unit A3 Black and White Multi-Functional Heavy-Duty Digital Copier/Network Printer and Network Colored Scanner for office use** in the amount of **ONE HUNDRED NINE THOUSAND NINE HUNDRED PESOS ONLY (P 109,900.00)**.

In view thereof, this Notice to Proceed is hereby issued to oblige you to initiate the performance of the terms and conditions of the said P.O and comply with applicable laws, rules and regulations.

Very truly yours,

ENGR. CHARLITO G. RODRIGUEZ
General Manager

PHILCOPY CORPORATION

MR. ALFRED REYES
Major Accounts Officer

10-09-22

Date Received