



Republic of the Philippines  
**PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO**  
Provincial Capitol Complex, Calapan 5200, Oriental Mindoro

**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

December 26, 2019

**MS. SHARON R. CAPILI**  
Sr. Solutions Consultant  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
Lipa City


Dear Madam:

Notice is hereby given to **COPYLANDIA OFFICE SYSTEMS CORPORATION** to commence on the provision of **Office Equipment Supplies & Consumables for use Provincial Administrator's Office (Administrative Division & Organizational Development Performance Management Division)** within seven (7) days upon receipt of this notice.

As such you shall be responsible for performing the services under the terms and conditions of the Agreement, including the Implementation Schedule.

Kindly acknowledge receipt of this notice by signing both copies. Please keep one copy for your file and return the other to the Bids and Awards Committee Office.

Very truly yours,

  
**HUMERTO A. DOLOR, MPA, PhD**  
Provincial Governor

I acknowledge receipt of this Notice on 26 Dec. 2019

**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
By:

  
**MS. SHARON R. CAPILI**  
Sr. Solutions Consultant