



**Republic of the Philippines  
Supreme Court  
Manila**

**BIDS AND AWARDS COMMITTEE FOR GOODS  
AND SERVICES (SC-BAC-GS)**

**NOTICE TO PROCEED**

August 22, 2023

**MR. ROMEO A. PECHON, JR.**

AVP for Consumables & Customer Support  
Copolylandia Office Systems Corporation  
718 Bumatay Street  
1550 Mandaluyong City

Dear Mr. Pechon:

The attached *Contract for the Supply and Delivery of Procurement of One (1) Digital Production Printer, Banner Type, for the Official Use of the Printing Services* having been signed and approved, this Notice is hereby given to **Copylandia Office Systems Corporation** in order that performance of the contractual obligations shall commence effective from date of receipt of the Contract.

Therefore, you are now responsible for performing said obligations in accordance with the terms, conditions and the implementation schedule of the Contract.

Please acknowledge receipt and acceptance of this Notice (3 copies) by signing on the space provided below. Keep one copy and return the other copy within two (2) calendar days from receipt hereof to the Supreme Court through its SC-BAC-GS Secretariat, Office of Assistant Court Administrator Lilian C. Barribal-Co, 3<sup>rd</sup> Floor, Supreme Court Old Building, Taft Avenue, Manila.

Very truly yours,

**LILIAN C. BARRIBAL-CO**  
Assistant Court Administrator  
and Chairperson, SC-BAC-GS

I acknowledge receipt of this Notice on: \_\_\_\_\_  
Name of the Representative of the Bidder: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_