



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**



**NOTICE TO PROCEED**

January 30, 2025

**MS. MYLENE C. CELLS**  
Operations Manager  
**E-Copy Corporation**  
G/F 65 Sen. Gil Puyat Avenue,  
Palanan, Makati City

**Dear Ms. Cells:**

Notice is hereby given to **E-Copy Corporation** that performance for the "**Supply and Delivery of Spare Parts for Sharp Copier Machine MX-3051 for Board Secretary Office**" shall commence effective on the date after receipt of this notice.

As such, the **E-Copy Corporation** is responsible for performing the required services as stipulated under the terms and conditions of the attached Purchase Order and in accordance with the Implementation Schedule as noted.

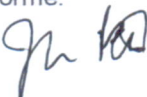
Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per COA Circular No. 2023-004 dated June 14, 2023, you are required to submit the following upon delivery and acceptance of the "**Supply and Delivery of Spare Parts for Sharp Copier Machine MX-3051 for Board Secretary Office**":

1. Letter of Request for Payment and
2. Posting / submission of Warranty Security in the form of cash or bank guarantee which is one percent (1%) of the total contract price and with a minimum holding period of three (3) months for expendable supplies and one (1) year for semi / non-expendable supplies

Very truly yours,

  
**RICHARD E. BACHMANN**  
Chairman

Conforme:

For: 

**MS. MYLENE C. CELLS**  
Operations Manager  
**E-Copy Corporation**  
G/F 65 Sen. Gil Puyat Avenue,  
Palanan, Makati City

2/4/25  
Date