



Republic of the Philippines
MUNICIPALITY OF KAPALONG
Province of Davao
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OFFICE OF THE MUNICIPAL MAYOR

March 23, 2023

The Manager
COPYLANDIA OFFICE SYSTEMS CORP.
Davao City

Sir:

This is in connection with the approval of your contract for the **Supply and Delivery of following items:**

- *Materials for Repair of Photocopier*

“NOTICE TO PROCEED” is hereby given to the above – quoted project.

You may therefore start to deliver on the said Supplies and Materials effective even date and the contract time shall be counted seven (7) days from the said date.

Very truly yours,

(SGD.) MARIA THERESA R. TIMBOL
Municipal Mayor