



ISO 9001: 2015  
SOCOTEC SCP000/22Q

REPUBLIC OF THE PHILIPPINES  
**BICOL UNIVERSITY**  
Legazpi City

Email: bu-vpaf@bicol-u.edu.ph

**MANILA OFFICE:**  
No. 4 Lopez St., M. H. del Pilar, Roosevelt Ave.  
Quezon City, Manila, Philippines

☎ Telefax: (02) 921-1586



BAGONG PILIPINAS

# NOTICE TO PROCEED

December 19, 2025

**ALEXANDER GALICIA**  
Authorized Representative  
**PHILCOPY CORPORATION**  
G/F Coastway Building, F. Imperial St., Ext.,  
Cabangan West, Legazpi City

Dear Sir:

The attached **Purchase Order** having been approved, notice is hereby given to **PHILCOPY CORPORATION** that performance on the **Purchase of Heavy-Duty Digital Copier and Monochrome Digital Copier (copier/printer/scanner)** at the Contract Price of **Nine Hundred Seven Thousand Ninety-Nine and 00/100 Pesos Only (Php907,099.00)**, shall commence effective on *the date of receipt of this Notice.*

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Contract and in accordance with the Schedule Requirements.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to Bicol University.

Sincerely yours,

**CYRUS A. BARRAMEDA**  
VP for Admin. & Finance

Received by:

(Signature above printed name)

12/23/2025

(Date and Time of Receipt)

\*Kindly email to sender to acknowledge the receipt