



Republic of the Philippines  
 Department of Justice  
**BUREAU OF CORRECTIONS**  
**SAN RAMON PRISON AND PENAL FARM**  
 Brgy. Talisayan, Zamboanga City 7000



**NOTICE TO PROCEED**

**The Manager**  
**PHILIPPINE DUPLICATORS, INC.**  
 Door 3, MB Tower, Baliwasan, Zamboanga City

Dear Sir/Madam,

Based on the approved **Purchase Order No. 2025-12-001** dated 12-December 2025 (copy attached), we hereby issue the Notice to Proceed to **PHILIPPINE DUPLICATORS INC.** for **Supply and Delivery of One (1) Unit Photocopier Machine** with a contract price of **SIXTY-FOUR THOUSAND TWO HUNDRED PESOS (P64,200.00)**, under NP-Small Value Procurement, effective upon receipt of this notice.

You are responsible for performing the services in accordance with the terms and conditions of the agreement and the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Retain one (1) copy for your records and return the other to the Bureau of Corrections, San Ramon Prison and Penal Farm, Zamboanga City.

Very truly yours,

**C/SSUPT DAISY SEVILLA-CASTILLOTE**  
 Superintendent/  
 Head of Procuring Entity (HOPE)

I acknowledge receipt of this notice.

THOMAS [Signature]  
 Signature over Printed Name

Date: 12/19/25



991-7240 / 991-7241  
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