



Republic of the Philippines  
Province of Oriental Mindoro  
**Municipality of Socorro**

**OFFICE OF THE MUNICIPAL MAYOR**

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**NOTICE TO PROCEED**

March 4, 2025

**NCOPY DIGITAL PRINTING SERVICES**

Barcenaga, Naujan, Oriental Mindoro

Dear Sir/Madame:

The attached Purchase Order having been approved, notice is hereby given to NCOPY DIGITAL PRINTING SERVICES that work may commence on Supply and Delivery of Ink and Toner, effective /within 15 days upon the receipt of this notice.

Upon receipt of this notice you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

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 the Municipality of Socorro.

Very truly yours,

  
**HON. NEMMEN O. PEREZ M.D.**  
Municipal Mayor

I acknowledge receipt of this Notice on 3-4-2025

Name of Representative of the Bidder NICKO A. FEDELIN

Authorized Signature 

## PURCHASE ORDER

MUNICIPALITY OF SOCORRO  
SOCORRO, ORIENTAL MINDORO

Supplier	:	NCOPY DIGITAL PRINTING SERVICES
Address	:	Barcenaga, Naujan, Oriental Mindoro

P.O. No.	:	<u>039</u>
Date	:	<u>3/04/2025</u>
Mode of Procurement	:	<u>Shopping</u>
P.R. No./s	:	<u>2025-02-035</u>

TIN : 433-325-404-000

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : LGU-Socorro

Delivery Term : FOB-Destination

Date of Delivery : on or before March 18, 2025

Payment Term : \_\_\_\_\_

[illegible]

(Total Amount in Words) Seventy Two Thousand Four Hundred Twenty Pesos

(Total Amount in Words)	
Purpose:	for the official use of different offices in the Municipality of Socorro

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,

NCOPY DIGITAL PRINTING SERVICES  
Signature over Printed Name of Supplier  
Date: 3-4-2025

HON. NEMMEN O. PEREZ, M.D.  
Municipal Mayor