



Republic of the Philippines  
**Office of the Solicitor General**

**ATTENTION:**                    **SHERRYL K. DE GUZMAN**  
Business Development Manager

**DELSAN OFFICE SYSTEMS CORPORATION**  
7893 Lawaan St. San Antonio Village,  
Makati City Metro Manila.

**NOTICE TO PROCEED**

**“PROCUREMENT OF SUPPLY & DELIVERY OF TONERS WITH FREE USE OF PRINTERS (FY 2023 NEP)”**

This serves as your notice to proceed to perform your contractual obligations to supply and deliver the contracted Toners with Free Use of Printers, within the period stipulated in Sec. VI – Schedule of Requirements of the Bidding Documents. You are hereby required to fulfill the terms and conditions stipulated in the attached Contract Agreement.

Makati City, Philippines.

**MENARDO I. GUEVARRA**  
Solicitor General

Conforme:

  
**SHERRYL K. DE GUZMAN**  
Business Development Manager

Date Received: MAR 03 2023

OSG-HA-QF-008  
Rev.00 (05 July 2018)