



DEVELOPMENT BANK OF THE PHILIPPINES  
Head Office: n. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines



## NOTICE TO PROCEED

**MR. FRANCIS E. LACHICA**  
Major Accounts Officer  
Philcopy Corporation  
793 J.P. Rizal Avenue  
Poblacion, Makati City

Dear Mr. Lachica,

The attached Purchase Order (PO) No. PO2500208 dated 03 July 2025 in the amount of PESOS: One Million Fifty Two Thousand Four Hundred (P1,052,400.00) having been approved, Notice To Proceed (NTP) is hereby given to Philcopy Corporation on the following item/s intended for the Development Bank of the Philippines (DBP):

Item Description	Quantity/Unit
• PAPER SHREDDER - 100L CAPACITY Brand/Model: Dahle 50414	3 UNITS
• PAPER SHREDDER - 40L CAPACITY Brand/Model: Dahle ShredMATIC 35314	38 UNITS

Upon receipt of this notice, you shall be responsible for the complete delivery of the item/s under the terms and conditions of the Purchase Order.

Please acknowledge receipt and acceptance of this notice by affixing your signature in the space provided below and return this NTP to the DBP-Procurement and Inventory Management Department.

Thank you.

Truly yours,

**SIGNED**

**SVP RONALDO U. TEPORA**  
Acting Head, Corporate Services Sector

**ACKNC SIGNED CCEPTANCE:**

FRANCIS E. LACHICA - 04/2025  
Signature over printed name / Date