



OFFICE OF THE MAYOR

NOTICE TO PROCEED

19 AUGUST 2022

Date

MJA SUMMIT ENTERPRISE CO.
1412 Magna Building, Stellar Places,
Visayas Avenue, Bahay Toro 1,
Quezon City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Polo Shirts for the Linggo ng Kabataan** for the use of the **City Mayor's Office** under **Purchase Request No. 100-22-08-1024**, covered by **Purchase Order No. 22-08-1865** has been duly approved.

You are hereby directed to perform your obligations as stipulated in the contract. No revisions of the contract shall take effect unless approved in writing by this office.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
City Mayor

By authority of the City Mayor:

ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme: JOHN AMIEL J. REYES
Authorized Representative
MJA SUMMIT ENTERPRISE CO.

Date: 8-19-22