



NOTICE TO PROCEED

21 SEPTEMBER 2022

Date

RUNR ENTERPRISE & SERVICES COMPANY

Unit-G1 Megaland Tower, 2769 F
Buencamino Street, Poblacion,
Makati City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Table Cloths**, for the use of the **City Mayor's Office** under **Purchase Request No. 100-22-09-5692**, covered by **Purchase Order No. 22-09-1944** 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: **MANUEL CESAR P. GONZALES JR.**
Authorized Representative
RUNR ENTERPRISES &
SERVICES COMPANY

Date: SEPT 21, 2022