



OFFICE OF THE MAYOR

NOTICE TO PROCEED

September 29, 2022

Date

CLOCKWERK STATIONERY TRADING

Block 1 Lot 21 Durian Street,
Dividend Homes, Barangay San Juan,
Taytay, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies** for the **Sangguniang Panlungsod** under **Purchase Request No. 100-22-09-5967**, covered by **Purchase Order No. 22-09-1966** 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 *Phy*
City Administrator

Conforme: **TYRONE JOSHUA C. VILLANUEVA**
Authorized Representative
CLOCKWERK STATIONERY
TRADING

Date:

09/29/22