



**NOTICE TO PROCEED**

05 September 2022

Date

**Q SOFTWARE RESEARCH CORPORATION**

456 Boni Avenue, Brgy. New Zaniga  
Mandaluyong City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Google Workspace License Subscription** for the use of the **Management Information System Office** under **Purchase Request No. 100-22-05-768**, covered by **Purchase Order No. 22-09-1898** 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: IAN C. SISON  
Authorized Representative  
**Q SOFTWARE RESEARCH CORP.**

Date:

09-05-2022