



**NOTICE TO PROCEED**

10-21-2022

**BIG POND ENTERPRISES**

7B Cavite Street, Brgy. Paltok,  
West Avenue, Quezon City

**Attention: LEW G. ESTUDILLO**

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Procurement of E-Learning Platform** under Purchase Request No. **100-22-07-955**, covered by Purchase Order No. 22-10-1987 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.

We look forward to the completion of this project to our mutual satisfaction.

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**  
City Mayor

By authority of the City Mayor:

**ATTY. JERONIMO U. MANZANERO**  
City Administrator

Conforme: LEW G. ESTUDILLO  
**Authorized Representative**  
**BIG POND ENTERPRISES**

Date:

Oct 21, 2022