



OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

October 24, 2022

Date

**UNITED AE TRADING OPC**  
1115 Concepcion Compound,  
Pag-asa, Binangonan,  
Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Giveaways and Prizes for the National Book Week Celebration** for the **Pamantasan ng Lungsod ng Pasig** under **Purchase Request No. 100-22-08-1049**, covered by **Purchase Order No. 22-10-2015** 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 D. MANZANERO**  
City Administrator

Conforme: **ROSALYN ESTRADA RAYMUNDO**  
Authorized Representative  
**UNITED AE TRADING OPC**

Date: 10/24/22