



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

28 October 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 Giveaways for the Cerebral Palsy Awareness and Protection Week** for the **Person with Disability Affairs Office** under **Purchase Request No. 100-22-08-1099**, covered by **Purchase Order No. 22-10-2029** 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 ENTERPRISE & SERVICES  
COMPANY**

Date: *OCTOBER 28, 2022*