



NOTICE TO PROCEED

16 November 2022

Date

GAKKEN PHILIPPINES, INC.

#130 Aurora Blvd. Corner A.,
Lake Street, Salapan,
San Juan City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Copier Machine and Air Purifiers** for the **City Civil Registry Office** under **Purchase Request No. 100-22-02-213**, covered by **Purchase Order No. 22-11-2075** 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:


RUEL V. ANDES
Authorized Representative
GAKKEN PHILIPPINES, INC.

Date: 11-16-22