



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

24 November 2022

Date

### **INNOVATION PRINTSHOPPE, INC.**

2224-2225 Concha Street,  
San Andres, Bukid, Sta. Ana,  
087, Brgy. 801, Manila

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Forms for the Handog Pasaalamat** for the **City Mayor's Office** under **Purchase Request No. 100-22-10-6217**, covered by **Purchase Order No. 22-11-2130** 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** *JK*

City Administrator

Conforme:

*Kingah*  
*For: Adimar Gado*  
**YVES KENNETH P. MALLARI**

**Authorized Representative  
INNOVATION PRINTSHOPPE,  
INC.**

Date: *NOV, 24, 2022*