



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

December 13, 2022

Date

### **DIAMOND-EMPIRE MARKETING**

Anonas Street, NDC Compound, Sta. Mesa,  
Sampaloc, 063, Barangay 628,  
Manila

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office and IT Equipment** for the **Secretary to the Sangguniang Panlungsod** under **Purchase Request No. 100-22-11-6380**, covered by **Purchase Order No. ~~22-12-2222~~** 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: MICO IVAN L. LAO   
Authorized Representative  
**DIAMOND-EMPIRE MARKETING**

Date: 12-13-2022