



**NOTICE TO PROCEED**

12 December 2022

**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 Negotiated Procurement – Emergency Case for the **Emergency Purchase of Various Medical Supplies and Fire Extinguishers** under Purchase Request No. 100-22-10-6279, covered by **Purchase Order No. 22-11-2165** 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.

We look forward to the completion of this project to our mutual satisfaction.

Very truly yours,

**HON. VICTOR MA. REGIS N. SOTTO**

City Mayor

By authority of the City Mayor:

**ATTY. JERONIMO U. MANZANERO**  
City Administrator

Conforme:

**MICO IVAN L. LAO** / *Regina R. Regnyal*  
Authorized Representative  
**DIAMOND-EMPIRE MARKETING**

Date: 12-12-2022