



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

21 December 2022

Date

### **RAND CHARLIE ENTERPRISES**

2<sup>nd</sup> Floor Planbank Bldg.  
Lopez Ave., Batong Malake,  
Los Baños, Laguna

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies** for the **Bahay Kalinga** under **Purchase Request No. 100-22-10-6156**, covered by **Purchase Order No. 22-12-2235** 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** *JUB*  
City Administrator

Conforme: **RAND EDOUARD R. DE JESUS** / *Alysa*  
Authorized Representative  
**RAND CHARLIE ENTERPRISES**

Date:

*12/21/22*

*Moji Llanera*