



OFFICE OF THE MAYOR

NOTICE TO PROCEED

29 NOVEMBER 2022

Date

RAND CHARLIE ENTERPRISES

2ND Floor, Planbank Bldg.,
Lopez Avenue, 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 **Day Care Service Unit** under **Purchase Request No. 100-22-09-1131**, covered by **Purchase Order No. 22-11-2189** 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: **RAND EDOUARD R. DE JESUS**
Authorized Representative
RAND CHARLIE ENTERPRISES

Date:

12/09/22