



NOTICE TO PROCEED

December 28, 2022

Date

RAND CHARLIE ENTERPRISES

2nd 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 **Procurement Management Office** under **Purchase Request No. 100-22-12-6406**, covered by **Purchase Order No. 22-12-2307** 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. MANZANEROS

City Administrator

Conforme: RAND EDOUARD R. DE JESUS

per *Alyssa Mae Llana*
Authorized Representative
RAND CHARLIE ENTERPRISES

Date: 12-28-22