



OFFICE OF THE MAYOR

NOTICE TO PROCEED

16 JANUARY 2023

Date

COMPUTER GRAPHICS, INC.

23/25 Gilmore Avenue,
Valencia 4, Quezon City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Large Format Scanner** for the **City Planning and Development** under **Purchase Request No. 100-22-10-6232**, covered by **Purchase Order No. 23-01-0002** 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: ALVIN B. GUERRERO
Authorized Representative
COMPUTER GRAPHICS, INC.

Date: 01-16-2023