



NOTICE TO PROCEED

15 February 2023

EMMARS AIRCONDITIONING SERVICES

301 Jr. Rizal Street, Bay Garden,
Barangay Sta. Ana, Taytay Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the Negotiated Procurement – Emergency Case for the **Supply, Delivery and Installation of Parts for Air-Conditioning VRF/VRV System - General Services Office** under Purchase Request No. 100-22-12-6425, covered by **Purchase Order No. 23-02-0013** 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: SONREY YACO MONTECER
Authorized Representative
**EMMARS AIRCONDITIONING
SERVICES**

Rolinda Bihag

Date: 2/15/23