



OFFICE OF THE MAYOR

NOTICE TO PROCEED

28 FEBRUARY 2023

Date

AVECILLA TRADING

Unit 305, 8 Jade Garden Compound,
Santolan Road, Green Hills,
San Juan 2, San Juan City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Eco Bags, T-Shirts, and Hygiene Kits for the Observance of Women's Month** for the **Gender and Development** under **Purchase Request No. 100-23-01-015**, covered by **Purchase Order No. 23-02-0022** 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: 
MA. BETTINA ELLY C. AVECILLA
Authorized Representative
AVECILLA TRADING

Date: 28 Feb 2023