



OFFICE OF THE MAYOR

NOTICE TO PROCEED

01 March 2023

SWINNERTON STATEN SOLUTIONS, INC.
3/7 National Engineering Center, Agoncillo Cor.,
Osmeña Ave., NA UP Campus 4, Quezon City

Dear Sir/Madam:

The attached Purchase Order/Service Contract No. SC-01-03-23-0002 dated -
01 March 2023 having been approved, you are hereby directed to proceed
with the project immediately and complete the same within **one (1) year but in no
case to exceed 31 December 2023**, without extension.

Please acknowledge receipt and acceptance of this Notice by signing in the space
provided below. Kindly return the original to the **PROCUREMENT MANAGEMENT
OFFICE**.

Very truly yours,

HON. VICTOR MA. REGIS N. SOTTO
City Mayor

By the Authority of the Mayor

ATTY. JERONIMO U. MANZANERO
City Administrator

I acknowledge receipt of this Notice on: 01 March, 2023
Name of the Representative of the Bidder: **JORGE ROMUALDO CABRAL SOLOMON**
Authorized signature: _____