



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

April 11, 2023

Date

### **MNJ TRADING**

Unit 203 Fiori Bldg., Capri Oasis,  
Dr. Sixto Antonio Ave., Maybunga,  
Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Janitorial Supplies** for the **Pasig Employment Services Office** under **Purchase Request No. 100-23-01-023**, covered by **Purchase Order No. 23-03-0111** 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: REY KEVIN L. VILLANUEVA  
Authorized Representative  
MNJ TRADING

Date: 4/11/23