



**NOTICE TO PROCEED**

**APR 13 2023**

Date

**DIAMOND-EMPIRE MARKETING**

17 Tyler North Greenhills,  
Greenhills, San Juan 2

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Equipment (Lot 1)** for the **Traffic and Parking Management Office** under **Purchase Request No. 100-23-01-288**, covered by **Purchase Order No. 23-03-0094** 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: MICO IVAN L. LAO  
Authorized Representative  
**DIAMOND-EMPIRE MARKETING**

Date:

4/13/2023