



**NOTICE TO PROCEED**

MAY 12, 2023

Date

**ALELEN ENTERPRISE**  
21-C Matiyaga Central.,  
Quezon City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Toners for Various Kyocera Photocopier Machines** for the **City Budget Office** under **Purchase Request No. 100-23-02-516**, covered by **Purchase Order No. 23-05-0179** 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: **PAULO MONICO ANGELO G. AQUINO**  
Authorized Representative  
**ALELEN ENTERPRISES**

Date: May 12, 2023