



OFFICE OF THE MAYOR

NOTICE TO PROCEED

15 MAY 2023

FUTUREBUILDER PUBLICATIONS INC.

Embarcadero St. 2217, Barangay 879,
Santa Ana, Manila

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Supply and Delivery of Various Educational Books and Instructional Materials- Pasig Special Children Educational Institution (PSCEI)** under Purchase Request No. **100-23-01-554** covered by Purchase Order No. 23-05-0174 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.

We look forward to the completion of this project to our mutual satisfaction.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
City Mayor

By authority of the City Mayor:

ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme:

LAWRENCE D. JAVIER
Authorized Representative
**FUTUREBUILDER PUBLICATIONS
INC.**

Date:

May 15, 2023