



NOTICE TO PROCEED

30 May 2023

Date

CLOCKWERK STATIONERY TRADING

Blk 1 Lot 21 Durian Street,
Dividend Homes Subdivision,
Barangay San Juan, Taytay, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Training Materials** for the **Pasig City Disaster Risk Reduction and Management Office** under **Purchase Request No. 100-23-02-373**, covered by **Purchase Order No. 23-05-0207** 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: **TYRONE JOSHUA C. VILLANUEVA**
Authorized Representative
CLOCKWERK STATIONERY
TRADING

Date:

May 30, 2023

