



**NOTICE TO PROCEED**

30 May 2023

Date

**SE7EN SERVICES AND TRADING COMPANY INC.**  
1A Ynares St., San Juan Heights Subd.,  
Mahabang Parang, Binangonan, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Two (2) Units of Steel Cased Electronic Safety Vault** for the **City Mayor's Office** under **Purchase Request No. 100-23-01-204**, covered by **Purchase Order No. 23-05-0208** 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:

  
**ARNOLD B. RILLORTA**  
Authorized Representative  
**SE7EN SERVICES AND TRADING  
COMPANY INC.**

Date: 05.30.23

*g.*