



## NOTICE TO PROCEED

04 July 2023

**AD & DA TRADE AND BUSINESS INC.**  
6F Revolving Tower, Pasig Mega Market,  
Barangay San Nicolas, Pasig City

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-06-0318  
dated 21 June 2023, you are hereby directed to proceed with the  
project, and complete the same within **Staggered Delivery** but not to exceed  
**31 December 2023** from the date of receipt of this notice, without extension  
(see attached Terms of Reference).

Very truly yours,

**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

By the Authority of the Mayor

  
**ATTY. JERONIMO U. MANZANERO**  
City Administrator *mm*

Conforme :   
**DANIEL A. DELA PAZ**  
Authorized Representative

Date : July 04 2023