



**NOTICE TO PROCEED**

31 JULY 2023

**MNJ TRADING**

Unit 203 Fiori Bldg., Capri Oasis,  
Dr. Sixto Avenue, Brgy. Maybunga,  
Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Supplies, Materials, and Equipment** for **Office of the Building Official** under **Purchase Request No. 100-23-03-1210**, covered by **Purchase Order No. 23-07-0388** 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,

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

By authority of the City Mayor:

**ATTY. JERONIMO J. MANZANERO**  
City Administrator

Conforme:

for: Rey Keith Villanueva  
**ROMINA C. FERRER**  
Authorized Representative  
MNJ TRADING

Date: 7/31/23

RFQ No. R1 100-23-03-1210 | JMNj