



**NOTICE TO PROCEED**

10 August 2023

**RAND CHARLIE ENTERPRISES**  
2<sup>ND</sup> Floor Planbank Bldg. Lopez Ave.,  
Batong Malake, Los Baños Laguna

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies** for **City Treasurer's Office** under **Purchase Request No. 100-23-04-766**, covered by **Purchase Order No. 23-07-0448** 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 U. MANZANERO**  
City Administrator

Conforme: For Wally  s. Berbon  
**RAND EDOUARD R. DE JESUS**  
Authorized Representative  
**RAND CHARLIE ENTERPRISES**

Date: 08-10-23