



LUNGSOD NG
PASIG
UMAAGOS ANG PAG-ASA

OFFICE OF THE MAYOR

NOTICE TO PROCEED

AUG 10 2023

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 for the Preparation for the Budget Hearing/Executive Budget for CY-2024 for City Budget Office** under **Purchase Request No. 100-23-02-629**, covered by **Purchase Order No. 23-07-0466** 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: **TYRONE JOSHUA C. VILLANUEVA**
Authorized Representative
**CLOCKWERK STATIONERY
TRADING**

Date: 08/10/2023

RFQ. No. R1 100-23-02-629 | DCC/μ

