



**NOTICE TO PROCEED**

16 August 2023

**OXFORD DISTRIBUTIONS, INC.**

Unit 1408, 14<sup>th</sup> Flr., East Tower,  
Philippine Stock Exchange,  
Exchange Road, Ortigas Center, Pasig City

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-07-0513  
dated 17 July 2023, you are hereby directed to proceed with the  
project, in accordance with the 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: *[Signature]*  
**MA. ALAYSSA B. ENRIQUEZ**  
KEY ACCOUNTS SPECIALIST

Date: 8/14/23