



NOTICE TO PROCEED

17 August 2023

GINREY TRADING CORPORATION

Unit 302, Yrreverre Building
Mindanao Avenue, Quezon City

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-07-0451 dated 21 July 2023, you are hereby directed to proceed with the project and complete the staggered delivery within the period stated in the Terms of Reference (TOR), but not beyond 31 December 2023. A copy of the Delivery Schedule and Distribution List is also attached herein for your reference.

Very truly yours,

HON. VICTOR MA. REGIS N. SOTTO
City Mayor

By the Authority of the Mayor

ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme: **MA. JANUARY A. CONDE**
Account Manager

Date: Aug 23, 2023

