



NOTICE TO PROCEED

06 SEP 2023

TRANS OUTSOURCING PROVIDER INTERNATIONAL CORP.

22, Mckinley Road, Parkwood Ph.2,
Maybunga, Pasig City

Gentlemen/Mesdames:

We wish to inform you that the contract for the Direct Contracting for the **Maintenance Subscription of Inforouter Enterprises Records Management – General Services Office** under Purchase Request No. **100-23-05-849**, covered by Service Contract No. 100-23-05-849 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.

We look forward to the completion of this project to our mutual satisfaction.

Very truly yours,

VICTOR MA REGIS N. SOTTO
City Mayor

By authority of the City Mayor:


ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme: PERCIVAL A. FELIPE
Authorized Representative
TRANS OUTSOURCING PROVIDER
INTERNATIONAL CORP.

Date: Sept. 6, 2023