



OFFICE OF THE MAYOR

NOTICE TO PROCEED

06 SEPTEMBER 2023

ALX OFFICE AND SCHOOL SUPPLIES TRADING

514-C Natividad Street, Zone 8,
Barangay 063, District 2,
Pasay City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies** for **Procurement Management Office** under **Purchase Request No. 100-23-07-1680**, covered by **Purchase Order No. 23-09-0575** 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,

VICTOR MA REGIS N. SOTTO
City Mayor

By authority of the City Mayor:


ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme: 
ROBERT A. GUILLERMO
Authorized Representative
**ALX OFFICE AND SCHOOL
SUPPLIES TRADING**

Date: 9/6/23