



**NOTICE TO PROCEED**

19 SEP 2023

**FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION**  
 Marco Polo Hotel Ortigas Manila, Meralco Ave. Cor. Sapphire Rd.  
 Ortigas Ctr. San Antonio, Pasig

**Attention: RICHARD MICHAEL SIMMONS**

Gentlemen/Mesdames:

We wish to inform you that your contract procured through Negotiated Procurement - Lease of Real Property and Venue for the **Lease of Venue for the Capacity Development Training: "FocusED: EM at the Frontline of Climate Crisis"** for **Pasig City General Hospital** under Lease Contract No. **100-23-05-817** 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: **RICHARD MICHAEL SIMMONS**  
 Authorized Representative  
**FRONTIER ORTIGAS HOTEL AND RESORT CORPORATION**

Date: Sept. 19, 2023