



**NOTICE TO PROCEED**

29 September 2023

**G.UY GENERAL MERCHANDISE**

102 Ligaya St 7th Ave.,  
Barangay 122, District 2,  
Caloocan City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies for COMELEC District 1 and 2 for City Mayor's Office** under **Purchase Request No. 100-23-06-1463**, covered by **Purchase Order No. 23-09-0645** 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:   
**GELSEY MAGNE V. UY**  
Authorized Representative  
**G.UY GENERAL MERCHANDISE**

Date: Sept. 29, 2023