



**NOTICE TO PROCEED**

2 October 2023

**OXFORD DISTRIBUTIONS, INC.**

Unit 1408, 14<sup>th</sup> Floor, East Tower  
PSEC Exchange Road, Ortigas Center,  
Brgy. San Antonio, Pasig City

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-09-0605  
dated 15 September 2023, you are hereby directed to proceed with the  
project, and complete the same within thirty (30) calendar days upon receipt  
of this notice.

Very truly yours,

**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

By the Authority of the Mayor

**ATTY. JERONIMO U. MANZANERO** *JM*  
City Administrator

Conforme: MA. ALAYSSA B. ENRIQUEZ  
KEY ACCOUNTS SPECIALIST

Date: 10/10/23

