



**NOTICE TO PROCEED**

02 October 2023

**EVENTIVELY EVENTS MANAGEMENT SERVICES**

No. 319, Mega Park Condo, Argante St.,  
Zone 13, Barangay 135, District 2  
Pasay City Metro Manila NCR 1300

Dear Sir/Madam:

We wish to inform you that your contract for the **Rental of Stage, Lights, Sounds and Food Provision for State of the City Address 2023** for **City Mayor's Office** under **Purchase Request No. 100-23-09-1996**, covered by **Purchase Order No. 23-09-0637** 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:   
**CHARMAINE I. RODRIGUEZ**  
**Authorized Representative**  
**EVENTIVELY EVENTS**  
**MANAGEMENT SERVICES**

Date: OCTOBER 2, 2023