



**NOTICE TO PROCEED**

20 October 2023

**DOIN FURNITURE TRADING**  
B2 L24 PH3 Eastwood Greenview  
Subd., San Isidro,  
Rodriguez, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Materials (Lot 2)** for **Procurement Management Office** under **Purchase Request No. 100-23-07-1609**, covered by **Purchase Order No. 23-10-0693** 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** *ky*  
City Administrator

Conforme:   
**JUN GUMATAS JONSON**  
Authorized Representative  
**DOIN FURNITURE TRADING**

Date: 10/20/23