



OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

27 OCTOBER 2023

**MNJ TRADING**

Unit 203 Fiori Bldg., Capri Oasis,  
Dr. Sixto Avenue, Maybunga,  
Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Thermal Flask Tumbler** for **Office of Senior Citizen** under **Request for Quotation No. 100-23-07-1674**, covered by **Purchase Order No. 23-10-0576** 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: for: Rey Keith Villanar  
**ROMINA C. FERRER**  
Authorized Representative  
MNJ TRADING

Date: 10/27/23

