



NOTICE TO PROCEED

27 October 2023

GESCHAFT EQUIPMENT CORPORATION

3rd Flr. 100-A Dr. Laczano St.,
Laging Handa, Quezon City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Photocopier Machine** for **Internal Audit Services Unit** under **Request for Quotation No. 100-23-07-1741**, covered by **Purchase Order No. 23-10-0730** 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: 
MAY ROSE N. GONZALES
Authorized Representative
GESCHAFT EQUIPMENT CORPORATION

Date: 10 - 27 - 23