



NOTICE TO PROCEED

03 November 2023

PACIFIC OFFICE SOLUTIONS, INC.
2/F Pacific Office Machines Bldg.,
#28 EDSA Brgy. Greenhills,
San Juan City

Dear Sir/Madam:


We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Materials (Lot 1)** for **Procurement Management Office** under **Request for Quotation No. R6 100-23-07-1609**, covered by **Purchase Order No. 23-10-0712** 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: **SABRINA ISABEL MORANDE**
CRISTINA C. LACHICA
Authorized Representative
PACIFIC OFFICE SOLUTIONS,
INC.

Date: **NOV. 3, 2023**