



NOTICE TO PROCEED

14 November 2023

INNOVATION PRINTSHOPPE, INC.

2224-2225 Concha St.,
San Andres Bukid, Sta. Ana,
Manila

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply, Delivery, and Printing Employee's Handbook for Human Resource Development Office** under **Request for Quotation No. 100-23-08-1893**, covered by **Purchase Order No. 23-10-0722** 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: 
YVES KENNETH B. MALLARI
Authorized Representative
INNOVATION PRINTSHOPPE,
INC.

Date: 11-14-2023