



NOTICE TO PROCEED

22 NOVEMBER 2023

MATCO COMPUTER CENTER

203 B Cor., 4th St., Along 11th Ave.,
Barangay 090, District 2,
Caloocan City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Maintenance Box for Epson Printers for Management Information System Office** under **Request for Quotation No. 100-23-09-2031**, covered by **Purchase Order No. 23-11-0778** 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 ^{PS}
City Administrator

Conforme: 
ROSE ANN P. REYES
Authorized Representative
MATCO COMPUTER CENTER

Date: 11/22/2023