



NOTICE TO PROCEED

29 November 2023

MNJ TRADING

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

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and Other Materials (Lot 2) for Internal Audit Service Unit** under **Request for Quotation No. 100-23-07-1739**, covered by **Purchase Order No. 23-11-0805** 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 J. MANZANERO
City Administrator

Conforme:


ROMINA C. FERRER
Authorized Representative
MNJ TRADING

Date: 11/29/23