



**NOTICE TO PROCEED**

01 DEC. 2023

**QUARTZ BUSINESS PRODUCTS CORPORATION**

5<sup>TH</sup> Capital House 9<sup>th</sup> Avenue corner 34<sup>th</sup> Street,  
Bonifacio Global City, Fourth Bonifacio Taguig City

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-12-0864 dated 01 DEC. 2023, you are hereby directed to proceed with the project, and complete the same within forty-five (45) calendar days, from the date of receipt of this Notice.

Very truly yours,

**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

By the Authority of the Mayor

**ATTY. JERONIMO U. MANZANERO** *PS*  
City Administrator

Conforme:

**JESSICA B. GUILLERMO**  
Authorized Representative

Date:

DEC. 11, 2023