



**NOTICE TO PROCEED**

11 December 2023

**ALX OFFICE AND SCHOOL SUPPLIES TRADING**

514-C Natividad St., Zone 8,  
Barangay 063, District 2,  
Pasay City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Training Kits for Solid Waste Management Office** under **Request for Quotation No. 100-23-07-1724**, covered by **Purchase Order No. 23-11-0873** 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** *PhD*  
City Administrator

Conforme:   
**ROBERT A. GUILLERMO**  
Authorized Representative  
**ALX OFFICE AND SCHOOL  
SUPPLIES TRADING**

Date:

*12/11/23*