



OFFICE OF THE MAYOR

NOTICE TO PROCEED

DEC 13 2023

UNITED AE TRADING OPC

1115 Concepcion Comp.,
Pag-asa, Binangonan, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Janitorial Supplies** for **City Veterinary Office** under **Request for Quotation No. R1 100-23-07-1630**, covered by **Purchase Order No. 23-11-0833** 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: 
ROSALYN E. RAYMUNDO
Authorized Representative
UNITED AE TRADING OPC

Date: *Dec. 13, 2023*