



OFFICE OF THE MAYOR

NOTICE TO PROCEED

15 December 2023

BEAU ESSENCE HEALTH AND BEAUTY INC.
Blk 7A Lot 7, Mahogany Promenade Village,
Barangay Pulo, Cabuyao City, Laguna

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies and other Materials** for **Barangay Affairs Office** under **Request for Quotation No. 100-23-08-2148**, covered by **Purchase Order No. 23-12-0899** 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
City Administrator

for:  Andrei D. Alonzo

Conforme: **JANICA M. PEDRIÑA**
Authorized Representative
BEAU ESSENCE HEALTH AND
BEAUTY INC.

Date: 12/15/2023