



OFFICE OF THE MAYOR

**NOTICE TO PROCEED**

DEC 20 2023

**MNJ TRADING**

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

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Hygiene Kits** for **City Mayor's Office** under **Request for Quotation No. 100-23-08-2044**, covered by **Purchase Order No. 23-12-0945** 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

Conforme:

  
Foi: Romina C. Ferrer Villanueva  
**ROMINA C. FERRER**  
Authorized Representative  
**MNJ TRADING**

Date: 12/20/23