



**NOTICE TO PROCEED**

21 December 2023

**HANCOM SPI TRADING INC.**

Unit-A B1 L1 Aguinaldo Hi-way  
Bayanihan Homes Anabu II-D  
Imus, City Cavite

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Safety Materials for the BFP-Pasig for City Mayor's Office** under **Request for Quotation No. 100-23-08-7847**, covered by **Purchase Order No. 23-12-0894** 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:   
**HYDEE QUILITIS**  
Authorized Representative  
**HANCOM SPI TRADING INC.**

Date: 12/21/23