



NOTICE TO PROCEED

22 December 2023

E.LLANA MARKETING IND., ENTERPRISES

#06 East Capitol Drive,
Kapitolyo, Pasig City

Dear Sir/Madam:

We wish to inform you that your contract for the **Procurement of Wooden Glass Doors for the Special Children Educational Institution for City Mayor's Office** under **Request for Quotation No. 100-23-10-2182**, covered by **Purchase Order No. 23-12-0914** 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:


EMELYN LLANA CRUZ
Authorized Representative
**E.LLANA MARKETING IND.,
ENTERPRISES**

Date:

12/22/23