



OFFICE OF THE MAYOR

NOTICE TO PROCEED

22 December 2023

GAKKEN PHILIPPINES, INC.
#130 Aurora Blvd. Cor. A. Lake St.,
Salapan San Juan City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Toner Cartridge** for **Department of Social Welfare and Development** under **Request for Quotation No. R1 100-23-10-1800**, covered by **Purchase Order No. 23-12-0959** 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: 
DAYNE ADRIELLE S. BURGO
Authorized Representative
GAKKEN PHILIPPINES, INC.

Date: 12/22/23