



## NOTICE TO PROCEED

28 DEC. 2023

**DISTINCTIVE BLINDS & OFFICE SYSTEMS, INC.**

No. 3361 Ramon Magsaysay Boulevard,  
Brgy. 426, Zone 43, Sampaloc, Manila

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 23-12-0967 dated 22 DEC. 2023, you are hereby directed to proceed with the project, and complete the same within Ninety (90) calendar days upon issuance of this Notice to Proceed, but not to exceed December 31 2023.

Very truly yours,

**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

By the Authority of the Mayor

  
**ATTY. JERONIMO U. MANZANERO**  
City Administrator

Conforme :   
**IRENE A. ONG**  
Authorized Representative

Date : 12.28.2023