



## NOTICE TO PROCEED

01 April 2024

### **OXFORD DISTRIBUTIONS, INC.**

Unit 1408 East Tower, PSEC Exchange Road  
Ortigas Center, Brgy. San Antonio, Pasig City

Dear Sir/Madam:

Pursuant to the Purchase Order/Service Contract No. 24-03-1128 dated 19 March 2024, you are hereby directed to proceed with the project and complete the same within the period stated in the attached Terms of Reference (TOR).

Very truly yours,

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

By the Authority of the Mayor

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

Conforme:

*Ma. Arzsa M. Enriquez*  
Key Account Specialist  
Oxford Distributions, Inc.  
**MA. LORENA B. REYES**  
Authorized Representative

Date:

4/5/24