



**NOTICE TO PROCEED**

29 APRIL 2024

**K SERVICIO TRADE INC.**  
National RD. Ilog Pugad,  
Taytay, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **SUPPLY AND DELIVERY OF ONE (1) UNIT OF MOTORCYCLE** for **CITY LEGAL OFFICE** under **REQUEST FOR QUOTATION NO. R4 100-24-01-294**, covered by **PURCHASE ORDER NO. 24-04-1213** 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 J. MANZANERO**  
City Administrator

Conforme: GERLY B. FLORDE  
**Authorized Representative**  
**K SERVICIO TRADE INC.**

Date:

4/29/24

RFQ No. R4 100-24-01-294 | CCZ<sub>h</sub>