



OFFICE OF THE MAYOR

NOTICE TO PROCEED

16 August 2022

Date

UNITED AE TRADING OPC
1115 Concepcion Compound,
Pag-asa, Binangonan,
Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Food Packs for the Estate Management: Magna Carta for Homeowners Seminar** for the use of the **Pasig Urban Settlement Office** under **Purchase Request No. 100-22-08-991**, covered by **Purchase Order No. 22-08-1851** 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:  ROSALYN ESTRADA
Authorized Representative
UNITED AE TRADING OPC

Date:

