



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

25 August 2022

Date

### **MICROIMAGING SALES AND SERVICES INC.**

2/F Sunnyvale Building,  
2247 Don Chino Roces Ave,  
Makati City

Dear Sir/Madam:

We wish to inform you that your contract for the **Purchase of Scanner (Color Duplex)** covered by Purchase Order No. 22-08-1874 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:   
**MARTIN JEREMY U. CASTRO**  
Authorized Representative  
**MICROIMAGING SALES AND  
SERVICES INC.**

Date: Aug. 25. 2022