



OFFICE OF THE MAYOR

NOTICE TO PROCEED

26 August 2022

Date

CLOCKWERK STATIONERY TRADING

Blk. 1, Lot 21, Durian Street,
Dividend Homes, Barangay San Juan,
Taytay, Rizal

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Various Office Supplies** for the use of the **Local Youth Development Office** under **Purchase Request No. 100-22-05-671**, covered by **Purchase Order No. 22-08-1856** 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: **TYRONE JOSHUA C. VILLANUEVA**

**Authorized Representative
CLOCKWERK STATIONERY
TRADING**

Date:

08/26/22