



OFFICE OF THE MAYOR

NOTICE TO PROCEED

25 August 2022

Date

GESCHAFT EQUIPMENT CORPORATION

3rd Floor, 100-A Dr. Lazcano Street,
Laging Handa 4, Quezon City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Photocopier Machine** for the use of the **City Veterinary Office** under **Purchase Request No. 100-22-06-879** covered by **Purchase Order No. 22-08-1867** 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: 
MAY ROSE N. GONZALES
Authorized Representative
**GESCHAFT EQUIPMENT
CORPORATION**

Date: 8 - 25 - 22