



OFFICE OF THE MAYOR

## NOTICE TO PROCEED

09 September 2022

Date

### **RPCB INSURANCE AND TRADING CORPORATION**

435 J.P. Rizal Street,  
Sto. Niño, Marikina City

Dear Sir/Madam:

We wish to inform you that your contract for the **Supply and Delivery of Bookbinding Services** for the use of the **City Budget Office** under **Purchase Request No. 100-22-06-806**, covered by **Purchase Order No. 22-09-1906** 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** *PhD*  
City Administrator

Conforme: ROMEO T. PARADO /   
**Authorized Representative**  
**RPCB INSURANCE AND TRADING CORPORATION**

Date:

*09/09/2022*