



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Puerto Princesa

NOTICE TO PROCEED

ICT CLOVER LEAF TRADING OPC
2nd Floor Petal Bldg., Fernandez Street
Barangay Tanglaw
Puerto Princesa City
Represented by: Digna B. Fernandez

JUN 26 2025

Dear Ms. Fernandez,

The attached Contract and Purchase Order No. BAC – 2025 - PB- OG- 100 dated JUN 19 2025, having been approved, notice is hereby given to ICT CLOVER LEAF TRADING OPC for the "Procurement of Supply and Delivery of Various Office Equipment (mid-range desktop computer set and heavy-duty printer)" may proceed, requested by the Office of the City Assessor, at a contract cost equivalent to One Million One Hundred Seventy-Three Thousand Pesos (Php 1,173,000.00) within Seven (7) Calendar Days from receipt of this Notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Contract and in accordance with the Implementation Schedule of the aforesaid project.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the City Government of Puerto Princesa, through the Office of the Undersigned.

Very truly yours,

By Authority of the City Mayor:


ATTY. ARNEL M. PEDROSA
City Administrator

I acknowledge receipt of this Notice:

ICT CLOVER LEAF TRADING OPC

By:


(Signature over Printed Name)

July 22, 2025
(Position/Designation/Date)

Copy of this document is intended for Supplier's Copy, Accounting Office copy, COA's copy, GSO copy and Office file only.

Mega Apuradong Administrasyon

New City Hall Building, Bgy. Sta. Monica, Puerto Princesa City, Palawan 5300 • Tel. No. (048) 717-8049