



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

**NOTICE TO PROCEED**

**LORENZO TAN DEVELOPMENT COMPANY, INC.**  
National Highway, Barangay Tiniguiban  
Puerto Princesa City  
Represented by: Nilda D. Cloa

JAN 30 2025

Dear Ms. Cloa,

The attached Contract and Purchase Order No. BAC-2025 -PB- 01- 008  
dated JAN 28 2025, having been approved, notice is hereby given to **LORENZO TAN DEVELOPMENT COMPANY, INC.**, for the "Procurement of **Supply and Delivery of Various Fuel Products (gasoline and diesel)**" may proceed, requested by the Office of the City Vice Mayor, at a contract cost equivalent **One Million Two Hundred Forty-Six Thousand Three Hundred Sixty-Five Pesos & 60/100 (Php 1,246,365.60)** 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:

**LORENZO TAN DEVELOPMENT COMPANY, INC.**

By:

  
(Signature over Printed Name)  
**NILDA D. CLOA**  
**Head, Sales Dept.** 01/30/25  
(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.

*Apuradong Administrasyon*

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