



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



**NOTICE TO PROCEED**

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

DEC 22 2025

Dear Ms. Fernandez,

The attached Contract and Purchase Order No. BAC-2025 - PB-U- 177 dated DEC 15 2025, having been approved, notice is hereby given to **ICT CLOVER LEAF TRADING OPC**, for the "Supply and delivery of 1 lot various furniture and fixtures (14" thk wall mirror w:1.35MxH2.4m, etc." requested by the Office of City Health Officer at a contract cost equivalent to Four Million Nine Hundred Ninety Nine Pesos (Php 4,999,000.00) 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,

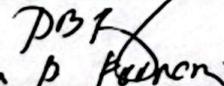
By Authority of the City Mayor:

  
**ATTY. ARNÉL M. PEDROSA**  
City Administrator

I acknowledge receipt of this Notice:

**ICT CLOVER LEAF TRADING OPC**

By:

  
Digna B. Fernandez  
(Signature over Printed Name)

Licensor Officer Jan 6, 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.

*Apuradong Administrasyon*