



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



NOTICE TO PROCEED

DEC 22 2025

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

Dear Ms. Fernandez,

The attached Contract and Purchase Order No. BAC-2025 - PB - 12 - 196 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 (10-capacity conference table size w:1.20m, L:3.40m, H:0.75m, etc.)" requested by the Office of City Health Officer at a contract cost equivalent to **Eleven Million Nine Hundred Ninety-Eight Thousand Pesos (Php 11,998,000.00)** 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:

[Signature]
ATTY. ARNEL M. PEDROSA
 City Administrator

I acknowledge receipt of this Notice:

ICT CLOVER LEAF TRADING OPC

By:

PB Fernandez
Digna B Fernandez
 (Signature over Printed Name)

Liaison officer Jan 6. 2024
 (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