



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

NOV 03 2025

Dear Ms. Fernandez,

The attached Contract and Purchase Order No. BAC - 2025 - PB - 10 - 159 dated OCT 27 2025, having been approved, notice is hereby given to **ICT CLOVER LEAF TRADING OPC** for the "Supply and Delivery of Various Medical and Laboratory Supplies (face mask surgical 50's per box, etc.)" may proceed, requested by the Office of the City Health Officer- Philhealth Konsulta, at a contract cost equivalent to Two Million Four Hundred Four Thousand Pesos (Php 2,404,000.00) 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,

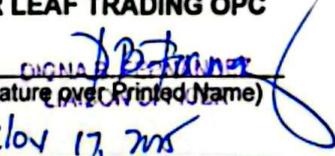
By Authority of the City Mayor:


ATTY. ARNEL M. PEDROSA
 City Administrator

I acknowledge receipt of this Notice:

ICT CLOVER LEAF TRADING OPC

By:


 (Signature over Printed Name)

Nov 17, 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