



Republic of the Philippines  
Province of Albay  
CITY OF TABACO

## Office of the City Mayor

### NOTICE TO PROCEED

JUL 08 2024

**NORA F. ARCINUE**

Authorized Marketing Representative  
PALANCA PRINTING PRESS  
Citispire Bldg., Imelda C. Roces Ave., Tahao Rd. Brgy. Gogon  
Legazpi City

Dear Ms. Arcinue,

The attached Contract Agreement having been approved, notice is hereby given to **PALANCA PRINTING PRESS** that work may proceed on the **Supply & Delivery of Bond Papers for the Executive Departments, General Services Office (GSO), Tabaco City under Contract ID No. 012-05-2024-GOODS-PB** effective immediately upon receipt of this notice.

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

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 LGU-Tabaco City.

Very truly yours,

**CIELO KRISEL B. LAGMAN**  
City Mayor

Received by:

NORA F. ARCINUE  
Name and Signature

Date: 7/08/2024