



Republic of the Philippines
Province of Albay
CITY OF TABACO

Office of the City Mayor

NOTICE TO PROCEED

JAN 17 2025

MARILYN L. LOPEZ
Authorized Representative
Albay Computer & Electronics Supplies and Repair
G/F V& O Bldg. Quezon Avenue
Legazpi City

Dear Ms. Lopez,

The attached Contract Agreement having been approved, notice is hereby given to **Albay Computer & Electronics Supplies and Repair** that work may proceed on the **Supply & Delivery of IT Equipment (Computer Server), City Mayor's Office, Tabaco City under Contract ID No. 051-12-2024-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 KRISSEL BURCE LAGMAN
City Mayor

Received by:

MARILYN L. LOPEZ

Name and Signature

Date: 01-17-2025