



Republic of the Philippines
Province of Albay
CITY OF TABACO

Office of the City Mayor

NOTICE TO PROCEED

JUN 25 2025

MARJORIE H. RIVERA

Owner/ Manager

Omax Enterprises

W. Vinzon St., Sagmin, Legazpi City,
Albay

Dear Ms. Rivera,

The attached Contract Agreement having been approved, notice is hereby given to **Omax Enterprises** that work may proceed on the **Supply & Delivery of Various Office Supplies for the Executive and Legislative Departments, General Services Office, Tabaco City under Contract ID No. 027-05-2025-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:

MARJORIE H. RIVERA
Name and Signature

Date: 6/25/2025