



Republic of the Philippines
Province of Albay
CITY GOVERNMENT OF TABACO

REYNALDO BENIG BRAGAIS
City Mayor
1st Floor, Tabaco City Hall
bragaismayor729@gmail.com

Office of the City Mayor

19 January 2026

JEAN CHAN CHUA
Company Owner
SHARON ENONARES
Authorized Representative
UNICOM OFFICE DESIGNS
G/F OAC Building, San Miguel Avenue
Bgy. San Antonio, Pasig City

NOTICE TO PROCEED

Dear Jean / Sharon,

The attached Contract Agreement having been approved, notice is hereby given to **UNICOM OFFICE DESIGNS** that work may proceed on the **SUPPLY AND INSTALLATION OF OFFICE FURNITURE, SP-VMO, TABACO CITY UNDER CONTRACT ID NO. 012-010-2025-GOODS-PB-OFFICE FURNITURE** effective immediately upon receipt of this notice.

You are responsible for performing the services under the terms and conditions of the Contract Agreement and in accordance with the implementation schedule.

Kindly 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.

Sincerely yours,


REYNALDO B. BRAGAIS
City Mayor

Received By:


Sharon E. Enonares
(Signature over Printed Name)
Authorized Representative

Date: Jan. 19, 2026

SERBISYO ASIN PROGRESO