



JUL 22 2024

MARICRIS B. SUZARA

Authorized Representative

MICRODATA SYSTEMS AND MANAGEMENT, INC.

Crystal Building, 199 C.M. Recto corner A.

Mabini St., Addition Hills, San Juan City

Dear Ms. Suzara,

Please be informed that the *Contract No. S-2024-052* dated 18 July 2024 for the *Procurement of 1-Year Service Level Agreement (SLA) for the CAAP Document Management System: Archive One* is ready for pick-up.

We shall cancel this award should you fail to acknowledge the receipt of said *Contract* within five (5) days upon receipt of this written notice for compliance.

Kindly notify the undersigned in writing at least seven (7) working days prior to your intended date of delivery. Your failure to inform us shall be ground for us to reject your unscheduled delivery.

You may send the notice to our official email at procurement@caap.gov.ph and supply@caap.gov.ph for which we will confirm our availability on said date.

Very truly yours,


ATTY. JOHN BEAULA MASIGLAT
Officer-in-Charge, Procurement Division

Approved Contract Agreement received by:


Maricris B. Suzara
Signature over Printed Name

Date

Aug 2, 2024