



JUL 19 2024

**JENNET V. DELA CRUZ**

Authorized Representative

**EXPRESS CARDS ENTERPRISES CO.**

Suite 1102 West Trade Center, 132 West  
Avenue, Philam 1, Quezon City

Dear Ms. Dela Cruz,

Please be informed that the *Contract* dated 17 July 2024 for the *Supply and Delivery of Card Printer Consumables* 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](mailto:procurement@caap.gov.ph) and [supply@caap.gov.ph](mailto:supply@caap.gov.ph) for which we will confirm our availability on said date.

Very truly yours,

  
**ATTY. JOHN BEAU B. MASIGLAT**  
Officer-in-Charge, Procurement Division

Approved Contract Agreement received by:

  
**Jennet V. Dela Cruz**  
Signature over Printed Name

7/29/24  
Date