



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

JUN 20 2024

CHRISTINE JOY J. MAHINAY
Authorized Representative
BMK OFFICE SUPPLIES TRADING
Unit 3, 2 Garnet St., Concepcion Subd.
Concepcion Uno, Marikina City

Dear Ms. Mahinay,

Please be informed that the *Contract No. G-2024-031* dated 19 June 2024 for the *Supply and Delivery of Extension Cord for various CAAP Office at Head Office* 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,


OSCAR B. DEMETILLO, JR.
Chief Administrative Officer

Approved Contract Agreement received by:


Christine Joy J. Mahinay
Signature over Printed Name

June 21 2024
Date