



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

**ROSELLE JOY T. ARTIAGA**

Authorized Representative

**ES PRINT MEDIA INC.**

2305 Marconi St., corner Morse St.,  
Barangay San Isidro, Makati City

Dear Ms. Artiaga,

Please be informed that the *Contract No. G-2024-078* dated 11 September 2024 for the *Supply and delivery of One Hundred Fifty (150) Flight Plan Form Pads for ATS Facilities/ Operation use* 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,

**OSCAR B. DEMETILLO, JR.**

Chief, Procurement Division

Approved Contract Agreement received by:

  
**Roselle Joy T. Artiaga**


Signature over Printed Name

Date

9-16-24

Subscribed and sworn to before me this day of  
**SEP 17 2024**, in Quezon City, Philippines.

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BOOK NO. XIX  
SERIES OF 104

  
**ATTY. FELIZARDO M. IBARRA**  
Notary Public for Quezon City Until Dec. 31, 2024  
Roll No. 80835  
PTR No. 5452394D, 01/02/2024, Q.C.  
IBP No. 254794, December 28, 2022  
MCLE Comp. No. VIII-0000973 / until April 14, 2025  
ADM Matter No. NP-223 / (2023-2024)  
Lot 27 Block VI, No. 1160 Quirino Highway  
Brgy. Kaligayahan, Quezon City