



Republic of the Philippines

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

September 05, 2024

JOANNA T. YONG LOOK

Authorized Representative

DACO SALES CORPORATION

No. 5 Felix Manalo St., Brgy.

Pinagkaisahan, Cubao, Quezon City

Dear Ms. Yong Look,

Please be informed that the *Contract No. G-2024-072* dated 04 September 2024 for the *Supply and delivery of Purified Drinking Water for FY 2024 to Civil Aviation Authority of the Philippines (CAAP) Main 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:

Joanna T. Yong Look

Signature over Printed Name

September 09, 2024

Date