



October 01, 2024

ASTER F. FORTEZA

General Manager

MANARA MARKETING

No. 15 Aster St., Greenpark Village,
San Isidro, Cainta, Rizal

Dear Ms. Forteza,

Please be informed that the *Contract No. G-2024-110* dated 30 September 2024 for the *Supply and delivery of consumables for the repair and maintenance of Air Conditioning Units at ANS NCR Facilities* 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, Procurement Division

Approved Contract Agreement received by:


Aster F. Forteza

Signature over Printed Name

10-3-24
Date