



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

November 18, 2024

**ASTER F. FORTEZA**

Authorized Representative

**MANARA MARKETING**

15 Aster St., Greenpark Village,  
San Isidro, Cainta, Rizal

Dear Mr. Porcioncula,

Please be informed that the *Contract No. G-2024-151* dated 15 November 2024 for the *Supply and delivery of spare parts and consumables for the repair and maintenance of various Air Conditioning Units of Tagaytay and Manila Transmitter Station* 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:

  
**Aster F. Forteza**  
Signature over Printed Name  
Date 11-19-24