



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

November 18, 2024

EDMUNDO T. CONDE

Authorized Representative

SOLID BUSINESS MACHINES CENTER, INC.

Singson Building, Plaza Moraga,
Binondo, Manila

Dear Mr. Conde,

Please be informed that the *Contract No. G-2024-140* dated 15 November 2024 for the *Supply and delivery of one (1) unit Document Scanner* 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:


Edmundo T. Conde
Signature over Printed Name

11/25/24
Date