



October 21, 2024

ABIGEIL S. PORNETE

Sales Executive

16/35 MM PRODUCTION SUPPLY

UG-22 & 23 Star Centrum Bldg. No. 317

Sen. Gil Puyat Avenue, Makati City

Dear Ms. Pornete,

Please be informed that the *Contract No. G-2024-133* dated 18 October 2024 for the *Supply and Delivery of one (1) unit Portable Projector* 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:


Abigail S. Pornete
Signature over Printed Name
November 8, 2024
Date