



November 28, 2024

GEMMA T. PENITON

Authorized Representative

SUNTAWOOD HOME AND OFFICE INC.

B1 L7 Unit C & D, Zabarte Road,
Brgy. 177, Camarin, Caloocan City

Dear Ms. Peniton,

Please be informed that the *Contract No. G-2024-170* dated 27 November 2024 for the *Procurement of lateral steel cabinet and steel cabinet with vault* 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:


Gemma T. Peniton

Signature over Printed Name

12/06/2024

Date