



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

December 05, 2024

**KYRA D. EBOJO**

Authorized Representative

**ACCESSORIES & SUPPLIES DEPOT, INC.**

110 Labo St., Barangay Salvacion,  
Quezon City

Dear Ms. Ebojo,

Please be informed that the *Contract No. G-2024-150* dated 04 December 2024 for the *Supply and delivery of two (2) units of Printer for COA CAAP use* 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,

  
**OSACR B. DEMETILLO, JR.**

Chief, Procurement Division

**Approved Contract Agreement received by:**

  
**Kyra D. Ebojo**

Signature over Printed Name

Date

12-16-2024