



December 11, 2024

**ALVIN S. SANTOS**

Authorized Representative

**GRASSCON ENTERPRISE**

1420 Catmon, Sta. Maria, Bulacan

Dear Mr. Santos,

Please be informed that the *Contract No. G-2024-177* dated 10 December 2024 for the *Purchase of Office Tables and Office Chairs* 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:**

**Alvin S. Santos**

Signature over Printed Name

DEC. 12, 2024  
Date