



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

January 17, 2025

MYLENE L. PALALAY

Authorized Representative

BUSINESS MACHINES CORPORATION

Carson Bldg., 1888 Orense St., Guadalupe
Nuevo, Makati City

Dear Ms. Palalay,

Please be informed that the *Contract No. G-2024-191* dated 27 December 2024 for the *Supply and delivery of Printers for ATS Facilities and Offices 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 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:


Mylene L. Palalay

Signature over Printed Name

Date

