



February 11, 2025

JOBERT S. RAMOS

Authorized Representative
COMMERCE FIRST, INC.
3/F Citibank Center, 8741
Paseo De Roxas, Makati City

Dear Mr. Porcioncula,

Please be informed that the *Contract No. G-2024-235* dated 10 February 2025 for the *Supply and delivery of one (1) unit License subscription of Adobe FrameMaker for High-End PC's for ATS-AFPDD* 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:


Jobert S. Ramos
Signature over Printed Name
02/17/25
Date