



February 12, 2025

**RAMON MARTIN P. LIMGENCO**

Authorized Representative

**SERVO AEROTRADE SERVICES, INC.**

Unit 405 CTP Alpha Tower, Block 2 Lot 7,  
Investment Drive, Madrigal Business Park,  
Ayala Alabang, Muntinlupa City 1780

Dear Mr. Limgenco,

Please be informed that the *Contract No. G-2024-206* dated 11 February 2025 for the *Supply and delivery of Portable Aviation GPS* 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:**

**Ramon Martin P. Limgenco**

Signature over Printed Name

14 Feb 2025

Date