



February 18, 2025

MICHAEL ALMENDRALA

Authorized Representative

A4 LUCK MARKETING CORPORATION

67 A. Mabini St., San Pedro, Laguna

Dear Mr. Almendrala,

Please be informed that the *Contract No. G-2024-243* dated 17 February 2025 for the *Supply and delivery of Conference 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 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:

Michael Almendrala

Signature over Printed Name

Date

2/24/2025