



Republic of the Philippines
City of Cagayan de Oro
OFFICE OF THE CITY MAYOR

**cagayan
de Oro**
city of golden friendship

NOTICE TO PROCEED

20 March 2023

DIANE GRACE P. BALNAWI

Authorized Representative
GEM General Merchandise
Gregorio T. Lluch Sr Ave., Pal-ao,
Iligan City

Dear Ms. Balnawi:

The attached Contract Agreement having been approved, notice is hereby given to **GEM General Merchandise** that the work may commence on the **Supply and Delivery of 8 Units Desktop Computer and Other Items; PR No. 22-2828 dated February 25, 2022; SN 268b - 2022**, effective upon the receipt of this Notice.

You are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the City Government of Cagayan de Oro.

Very truly yours,

ROLANDO A. UY
City Mayor

I acknowledge receipt of this Notice on 3/20/23

Name of the Representative of the Bidder: _____

Authorized Signature: [Signature]