



**NOTICE TO PROCEED**

17 December 2025

**HAZEL MARIE L. BALANO**

Authorized Representative  
 GAP Import and Export Corporation/DJMA Commodities Inc. JVA  
 Warehouse 5, Phase 2, Century Commercial Complex  
 Paliparan Road, Brgy. Salawag,  
 Dasmariñas City, Cavite

Dear Ms, Balano:

The attached Contract Agreement having been approved, notice is hereby given to **GAP Import and Export Corporation/DJMA Commodities Inc. JVA** that the work may commence on the **Supply and Delivery of Tablet Computers; PR No. 25-0570 dated 20 February 2025; SN 157 - 2025**, 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 12-17-25

Name of the Representative of the Bidder: ROWENA D. DOMONDOM

Authorized Signature: 