



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



NOTICE TO PROCEED

17 December 2025

HAZEL MARIE L. BALANO
 Authorized Representative
 GAP Import and Export Corporation
 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** that the work may commence on the **Supply and Delivery of Android Tablet; PR No. 25-0569 dated 20 February 2025; SN 156-2025**, 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. DOMONADA

Authorized Signature: [Handwritten Signature]

