



**NOTICE TO PROCEED**

15 December 2025

**SHIELLA MAE C. CORALDE**  
Authorized Representative  
Circle M Merchandise Trading Corporation  
B-3 L-21 Stanford St., Cambridge Subd.,  
Iponan, Cagayan de Oro City

Dear Ms. Coralde:

The attached Contract Agreement having been approved, notice is hereby given to **Circle M Merchandise Trading Corporation** that the work may commence on the **Supply and Delivery of Various Medical and Laboratory Supplies (Lot No. 4); PR No. 25-3357 dated 05 August 2025; SN 123 - 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 12-15-25  
Name of the Representative of the Bidder: SHIELLA MAE C. CORALDE  
Authorized Signature: \_\_\_\_\_



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



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**SHIELLA MAE C. CORALDE**  
Authorized Representative  
Circle M Merchandise Trading Corporation  
B-3 L-21 Stanford St., Cambridge Subd.,  
Iponan, Cagayan de Oro City

Dear Ms. Coralde:

The attached Contract Agreement having been approved, notice is hereby given to **Circle M Merchandise Trading Corporation** that the work may commence on the **Supply and Delivery of Various Medical and Laboratory Supplies (Lot No. 11); PR No. 25-3357 dated 05 August 2025; SN 123 - 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 12-15-25  
Name of the Representative of the Bidder: SHIELLA MAE C. CORALDE  
Authorized Signature: [Signature]