



**Republic of the Philippines  
City of Lapu-Lapu  
Office of the City Mayor**

**NOTICE TO PROCEED**

March 19, 2026

JERA D. SUSON  
VITAL SPECIALIZED GOODS TRADING  
R. Plaridel St., Umapad, Mandaue City

Dear Ma'am/Sir:

The attached Contract agreement having been approved, notice is hereby given to VITAL SPECIALIZED GOODS TRADING. that work may commence on the *MACHINE EQUIPMENT NEEDED IN THE MAINTENANCE DEPARTMENT OF LAPU-LAPU CITY HOSPITAL. under P.R. No. 26-03-0303 & P.O. No. 26-03-0465* effective upon receipt of Notice of Award on \_\_\_\_\_.

Upon 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 of Lapu-Lapu.

Very truly yours,

MA. CYNTHIA "CINDI" K. CHAN  
City Mayor

**SIGNED**

**DANILO E. ALMEDRRA**  
CITY ADMINISTRATOR

I acknowledge receipt of this Notice on \_\_\_\_\_

Name of the Representative of the Bidder JERA D. SUSON

Authorized Signature

**SIGNED**