



**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 BLUETOOTH SOUND SYSTEM SPEAKER FOR PUBLIC RELATIONS TRAINING AND SEMINAR PURPOSES. under P.R. No. 25-11-1595 & P.O. No. 26-03-0446 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,

SIGNED

MA. CYNTHIA "CINDI" K. CHAN
City Mayor

I acknowledge receipt of this Notice on _____
Name of the Representative of the Bidder JERA D. SUSON
Authorized Signature _____

SIGNED