



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

NOTICE TO PROCEED

March 19, 2024

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 *PURCHASE OF HEAVY DUTY PLASTIC FOLDABLE TABLES FOR EMERGENCY OPERATION CENTER, INCIDENT MANAGEMENT TEAM, AND EVACUATION CENTERS* under P.R. No. 26-02-0228 & P.O. No. 26-03-0461 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**