



NOTICE TO PROCEED

23 December 2025

JEA J. JALINA

Proprietor
Theos Office Supplies and Equipment Trading
B-8 L-16 Daisy St. Summerville Subd., Lumbia,
Cagayan de Oro City

Dear Ms. Jalina:

The attached Contract Agreement having been approved, notice is hereby given to **Theos Office Supplies and Equipment Trading** that the work may commence on the **Supply and Delivery of Alcohol Ethyl and other items; PR No. CONSOL25-004 dated 28 October 2025; SN 179 - 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 12-23-25

Name of the Representative of the Bidder: _____

Authorized Signature: