



Republika ng Pilipinas  
**PAMAHALAANG LUNGSOD NG TACLOBAN**  
*(City Government of Tacloban)*  
 Kanhuraw Hill, Tacloban City 6500  
 Tel. Nos. 325-3950

### NOTICE TO PROCEED

January 16, 2023

**BRIAN S. LEYSON**  
**BAI PRINTS HUB**  
**PUROK VI, APITONG, BRGY 92**  
**TACLOBAN CITY**

Sir:

We are glad to inform you that your company, **BAI PRINTS HUB**, has been awarded the contract for the **Procurement of Services: Fabrication of Business Plates and Stickers** at a contract price of **Two Million Four Hundred Fifty-two Thousand Five Hundred Seventy-five Pesos & 55/100 (Php2,452,575.55) only**.

You may therefore begin to carry on the delivery of goods according to the terms & conditions we have agreed upon in the contract. Prior to delivery of goods, you are hereby required to inform the designated Project Head and the Office of the City General Services Office. Failure, thereto, will mean non-processing of payment related to the above transaction.

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 Tacloban.

Very truly yours,

By the Authority of the City Mayor

*[Signature of Atty. Anacleto Rei A. Lacanilao III]*  
 ATTY. ANACLETO REI A. LACANILAO III  
 City Administrator

**ALFRED S. ROMUALDEZ**  
 City Mayor <sup>α</sup>  
 Head of the Procuring Entity

I acknowledge the receipt of this notice on :  
 Name of the Representative of the Bidder :  
 Authorized Signature :

*[Signature of Brian S. Leyson]*  
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 Brian S. Leyson  
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 January 16, 2023