



Republic of the Philippines  
Province of Bataan  
Municipality of Dinalupihan  
**OFFICE OF THE MAYOR**

**NOTICE TO PROCEED**  
LSB-PB-2026-04-001

May 4, 2026

MS. MARY ANN V. CAVERTE  
Marketing Manager  
TRESMARIA OFFICE SUPPLIES TRADING  
No. 30 Donor St., East Tapinac, Olongapo City,  
Zambales

Dear Ms. Caverte,

The attached Contract Agreement having been approved, notice is hereby given to your company that work may proceed on the Purchase and Delivery of Various Appliances and Furniture with contract amount of Five Hundred Sixty-Five Thousand Five Hundred Pesos (Php565,500.00).

Upon receipt of this notice, you are responsible for the delivery of items under the terms & conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this signing both copies in the space provided below. Keep one copy and return the other to the Municipality of Dinalupihan.

Sincerely yours,

  
GERMAN M. SANTOS JR.  
Municipal Mayor

CONFORME:

  
MS. MARY ANN V. CAVERTE  
Marketing Manager

Date: May 14, 2026