



Republic of the Philippines  
**MUNICIPALITY OF KAPALONG**  
Province of Davao  
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**OFFICE OF THE MUNICIPAL MAYOR**

August 9, 2024

**The Manager**  
**MACATA OFFICE SUPPLIES**  
Maniki Kapalong, Davao Del Norte

**Sir:**

This is in connection with the approval of your contract for the **Supply and Delivery of following items:**

- *Office Supplies*

**“NOTICE TO PROCEED”** is hereby given to the above – quoted project.

You may therefore start to deliver on the said Supplies and Materials effective even date and the contract time shall be counted seven (7) days from the said date.

Very truly yours,

**(SGD.) MARIA THERESA R. TIMBOL**  
Municipal Mayor