



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

June 2, 2025

DAINA J. GARCIA
Branch Supervisor
MARBEL UNIVERSAL TRADING INC.
Osmeña St., Koronadal City

Madam,

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

- One(1) unit Brand new Motorcycle

“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

Received by:

Name and Signature : _____
Of Authorize Representative : _____
Date : _____