



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

February 4, 2021

**The Manager**  
**KST MULTI PURPOSE COOPERATIVE**  
Sto. Tomas Davao Del Norte

**Sir:**

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

- *Laptop with printer*

**“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,*

**MARIA THERESA R. TIMBOL**  
Municipal Mayor