



**LETTER ORDER No. : LO25-00007**

**CARLOMAXIMUS SECURITY AGENCY  
 INC.**

Unit 4A KDC Building  
 91 Marcos Highway  
 Baguio City

Date : February 17, 2025

Bidding No.: AMP-001-24

Date of Resolution: February 11, 2025

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. \_\_\_\_\_  
 dated \_\_\_\_\_ subject to the Terms and Conditions enumerated below.

ITEM	QTY	UNIT	ARTICLES/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	lot	Security Service for Regional Depot Baguio * RENEWAL CONTRACT FOR ONE (1) YEAR * PR25-0039 * For Baguio Depot (c/o ROG) * Resolution No. PS-IBAC-25-02-01 * From February 20, 2025 to February 19, 2026  * Three (3) Security Guard for Twelve (12) months * Two (2) day shift and One(1) night shift.  ----- - Subject to Expanded Withholding Tax, Creditable Withholding Tax and Other Percentage Taxes Reference: RA 10963, RA 9337, Revenue Regulation Nos. 13-18, 11-18, 16-05, 14-02, 12-01 and 2-98.	778,754.52	778,754.52

Price Validity: 0 Calendar Days Total Amount: Php 778,754.52

Place of Delivery : No.8 General F. Segundo Street, Brgy. Burnham-Legarda, Baguio City	Delivery Instruction : Contract Period: Twelve (12) months from receipt of the Notice to Proceed (NTP)
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Certified Correct: Signature Redacted  
ABIGAIL ANN O. ALICDAN-ESPERE  
 OIC, GSD 2/17/25  
Date

FUNDS AVAILABLE Php 778,754.52 Signature Redacted  
LADY LOU A. GIMENO  
Chief Accountant

APPROVED BY: Signature Redacted  
PHILIP JOSEF T. VERA CRUZ  
 Director IV 2/18/25  
Date

Supplier's copy received by: Signature Redacted  
MARGARET R. LACUNA  
 Signature Over name in print 2-19-25  
Date Received



## NOTICE TO PROCEED

**MARCIAL M. LICAN**

*Authorized Representative*

**CARLOMAXIMUS SECURITY AGENCY INC.**

Unit 4A KDC Bldg., 91 Marcos Highway,  
 Baguio City, Benguet

Dear **Mr. Lican**:

The attached Letter Order having been approved, notice is hereby given to **CARLOMAXIMUS SECURITY AGENCY INC.** that performance on the **Procurement of Security Service for Procurement Service Regional Depot – Baguio** under **AMP No. 001-24 (SVP)** shall commence effective on the date of receipt of this Notice:

LOT	ITEM DESCRIPTION	QTY / UOM	UNIT PRICE	TOTAL CONTRACT PRICE
1	Renewal of Security Service for Procurement Service Regional Depot - Baguio	1 lot	P778,754.52	<b>P778,754.52</b>

**Amount in words:** Seven Hundred Seventy-Eight Thousand Seven Hundred Fifty-Four Pesos and 52/100.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Letter Order and in accordance with the Delivery Schedule.

Please acknowledge receipt of this notice by signing on the space provided below.

Very truly yours,

**Signature Redacted**

**BOYCIE F. TARCA**

*OIC-Chief, DMD-Technical Support Division*

Date of receipt of this Notice:

February 19 2025

Name of Authorized Representative:

MARCIAL M. LICAN

Signature of Authorized Representative:

**Signature Redacted**