



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

26 December 2025

**MS. MARGARITA C. GABON**  
Owner/Manager  
Richmark Computer Sales & Services  
4763 Road 2, V. Mapa St.  
Sta. Mesa, Manila  
Email: [marg\\_gabon@yahoo.com](mailto:marg_gabon@yahoo.com)

**SUBJECT: NOTICE TO PROCEED**

Dear Ms. Gabon:

Notice is hereby given to **RICHMARK COMPUTER SALES & SERVICES** to proceed with the *"Supply and Delivery of Information Technology Peripherals"* with the total contract amounting of Nine Hundred Forty Thousand Four Hundred Ten Pesos (P940,410.00) inclusive of all taxes and applicable fees and charges.

Further, your company shall be responsible for performing the required services under the terms and conditions of Purchase Order No. 2025-12-169 dated 26 December 2025.

Thank you.

Very truly yours,

**SONIA B. MALALUAN**  
Administrator

Conforme:

*Margarita C. Gabon*  
Name and Signature

Date: JANUARY 13, 2026

**MARINA Building**  
20th Street corner Bonifacio Drive  
1018 Port Area (South), Manila,  
Philippines

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