



NATIONAL POWER CORPORATION

NOTICE TO PROCEED

28 October 2022

MS. EVELYN A. BEA,
Manager
CHEMTECH TRADING
#25 Valencia St., North Susana Village,
Commonwealth Ave., Old Balara, Quezon City
Tel Nos. 7964-3327 / 09178109118
E-mail Add: evelynabea@yahoo.com.ph

SUBJECT: NOTICE RE: PURCHASE ORDER NO. 058589-ALC

Dear Ms. Bea:

Pursuant to Purchase Order No. **058589-ALC**, in the total amount of **₱ 50,000.00**, for the **Supply and Delivery of Toner Cartridge for Canon Fax FX9, Camera, Webcam and Computer Headset intended for Trade and Insurance Division** under PR No. **HO-TID22-001 and HO-TID22-002 (Item Nos. 1 & 2)**, you are hereby required to effect delivery of the goods within the period specified in the Purchase Order.

Failure to comply with the delivery period from receipt of this Notice to Proceed will result to the imposition of sanctions/penalties as prescribed by law.

Very truly yours,

ALEXANDER P. JAPON
Vice President, Admin and Finance

cf: Ms. M. B. Guinto – SDM, Admin
Mr. R. A. Villarín – DM, Logistics
Ms. G. M. Vinagrera – Sr. Financial Specialist B

Received and Acknowledged by: *Alexander P. Japon*
Authorized Representative

Date: 11/07/2022

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