



## NATIONAL POWER CORPORATION

### NOTICE TO PROCEED

26 December 2022

**MR. JOEY D. TORPEZ**

Sales Executive  
NEED INK SALES AND SERVICES  
G/F #146, Pasig Blvd., Pineda,  
Pasig City  
Tel. Nos. 09271352373 / 09324835436  
Email: joey.torpez@needinkph.com

**SUBJECT: NOTICE RE: PURCHASE ORDER NO. 058636-RSC**

Dear **Mr. Torpez**:

Pursuant to Purchase Order No. **058636-RSC** in the total amount of **₱ 47,160.00** for the **Supply and Delivery of Toner Cartridges for HP Color Laser Jet Pro MFP M283FDN 206A intended for Strategic and Business Planning Division**, under PR No. **HO-SBP22-006 (Item No. 1)**, you are hereby required to effect delivery of the goods within the period specified in the Purchase Order.

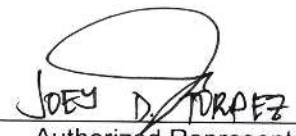
Failure to comply with the delivery period from receipt of this Notice to Proceed will result to the imposition of sanctions/penalties as prescribed by law.

Very truly yours,

  
**FERNANDO MARTIN Y. ROXAS**  
President and CEO

Cf: Mr. A. P. Japon – VP, Admin & Finance  
Ms. M. B. Guinto - SDM, Admin  
Mr. R. A. Villarin – DM, Logistics  
Ms. N. C. Paulino – CSS B, SBPD

Received and Acknowledged by:

  
Authorized Representative

Date: 12-28-22

BIR Road cor. Quezon Avenue, Diliman  
Quezon City 1100, Philippines  
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