



NATIONAL POWER CORPORATION

NOTICE TO PROCEED

13 August 2021

MS. VIANNA JEAN D. ELMAN

Sales Executive
16/35MM PRODUCTION SUPPLY
UG-22 & 23 Star Centrum Building
No. 317 Sen. Gil Puyat Avenue, Makati City
Tel / Fax No : 893-3849 to 50
E-mail: viannaelman1635@gmail.com

SUBJECT: NOTICE RE: PURCHASE ORDER NO. 058063-NIY

Dear Ms. Elman:

Pursuant to Purchase Order No. **058063-NIY** in the total amount of **₱ 51,360.00** for the **Supply and Delivery of Stationary Speaker and External Hard Drive for the Office of the Corporate Secretary under PR No. HO-CCS21-001 (Item Nos. 1 & 3)**, 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,

ATTY. MELCHOR P. RIDULME
Officer-In-Charge

Cf: A. P. Japon, VP-Admin & Finance
M. B. Guinto, SDM-Admin
R. A. Villarin, DM-Log
A. G. Garcia, AV Technician, CorpSec

Received and Acknowledged by:

MARK SABIO

Authorized Representative

Date:

08-23-2021

BIR Roadcor, Quezon Avenue, Diliman
Quezon City 1100, Philippines
Tel. Nos. (632) 921-3541 to 80
Fax No. (632) 921-2468
Website: www.napocor.gov.ph

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