



NATIONAL POWER CORPORATION

NOTICE TO PROCEED

29 September 2021

MS. MICHELLE CAMILLE ACILO
Project Support Officer
OTUS COPY SYSTEMS, INC.
10th Flr. MG Tower #75 Shaw Blvd.
Mandaluyong City
Tel. Nos. 8631-9454 / 8535-8731
Email: micaacilo@gmail.com

SUBJECT: NOTICE RE: PURCHASE ORDER NO. 058144-JBO

Dear Ms. Acilo:

Pursuant to Purchase Order No. **058144-JBO** in the total amount of **₱ 98,463.00** for the **Supply and Delivery of Various Toner Cartridges** intended for **Strategic and Business Planning Division** under PR No. **HO-SBP21-003 (Item Nos. 1 – 4)**, 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,


RENE B. BARRUELA
Vice President, Corporate Affairs Group

Cf: Mr. A. P. Japon – VP, Admin & Finance
Ms. M. B. Guinto – SDM, Admin
Mr. R. A. Villarín – Manager, Logistics Dept.
Ms. B. T. Rivero – Div. Manager, SBPD

Received and Acknowledged by: MARIE CAROLINE MONTAÑON
Authorized Representative

Date: 10-26-21

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