



## NATIONAL POWER CORPORATION

23 August 2023

**MR. DANILO LEOPOLDO B. DELA CRUZ**  
President/General Manager  
DBC MACHINERIES CORPORATION  
Mahayahay, 9200 Iligan City  
Email add: dbcmachineries.sales@gmail.com

**SUBJECT : NOTICE TO PICK-UP APPROVED NOTICE TO PROCEED &  
CONTRACT NO. LOG MSSP 2023-07-051-ALC**  
Rental of Office Space for Project Implementation Cluster C in Cagayan  
de Oro City  
P.R. No. S4-PIC22-017 / LRPV230523-NA00139

Dear Mr. dela Cruz:

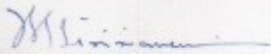
This has reference to the Contract for the Rental of Office Space for Project Implementation Cluster C in Cagayan de Oro City.

Please be informed that the Contract and Notice to Proceed for the said requirement are already approved and ready for issuance.

Kindly proceed to the Materials, Supplies & Services Division (MSSPD) at the Ground Floor, NPC-HO, Diliman, Quezon City or send your authorized representative together with their valid identification card and Special Power of Attorney (SPA) for the issuance of Contract and acknowledgement/signing of the Notice to Proceed. For clarifications please call us at tel no. 8921-3541 loc 5515 / 8921-3382 from 8am to 5pm, Monday to Friday or e-mail us at msspd@napocor.gov.ph.


Thank you.

Very truly yours,

  
**MA. MELANY L. TRIÑANES** 23 Aug 2023  
Manager, MSSPD

cf: Mr. A. P. Japon – VP, Admin & Finance  
Atty. P. D. Mabbagu – SDM, Admin  
Mr. R. A. Villarin - Manager, Logistics Dept.

Received by:

 08/24/23  
DANILO LEOPOLDO B. DELA CRUZ



AFG-LOG-007.F04  
Rev. No. 0  
Page 1 of 1

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