



## NATIONAL POWER CORPORATION

04 December 2023

**MS. ROSARIO BUENAOBRA-LIPATA**  
Marketing Officer In-Charge  
**GRAND MERITUS SECURITY AGENCY, INC.**  
No. 12 Xavierville Avenue Corner Pajo Street,  
Loyola Heights, Quezon City  
Email: [grandmeritus.marketinghub@gmail.com](mailto:grandmeritus.marketinghub@gmail.com)

**SUBJECT: Notice to Proceed / LOG MSSP 2023-10-101-NIY**

Dear **Ms. Lipata**:

Please be informed that the assumption of the security services requirements for the **Supply of Two (2) Years Security Services for SPUG-Western Mindanao Area Plants and Installations** under Contract No. **LOG MSSP 2023-10-101-NIY** with **Grand Meritus Security Agency, Inc.** shall take effect on **01 December 2023**. We would like to emphasize, however, that you submit the following pre requisites set forth in the contract documents before the posting date to the Office of the Vice President – Administration & Finance thru Mr. Rodrigo B. Nojadera, Manager, General Services Department, as follows:


- The names of the licensed security guards including their personal records and clearances, that will be posted to the aforementioned installation for evaluation and acceptance by the head of the installation or his designee thru the Office of the Vice President, Administration and Finance;
- List of Firearms and other equipment that will be dedicated to the installation named in the contract, for evaluation/inspection by the head of the installation or his authorized representative;
- Present the Special Bank Account for the "Agency Guard Payroll Fund" at any reputable bank acceptable to the head of installation or his authorized representative with a deposit of an amount equivalent to one (1) month salary computed on the basis of the monthly rate per guard per eight (8) hours duty;
- Secure a certification from the Head of installation or his designee as to the date and time your guards have effectively taken over the security services at the named installation.

Please submit the foregoing requirements as soon as possible. We expect your agency to undertake necessary preparations for the forthcoming assumption of security services at the subject installation.


Should you agree with the aforementioned, kindly affix your signature in the space provided below and return this copy to the Materials, Supplies and Services Procurement Division, Logistics Department, Ground Floor, NPC-OBC, Quezon Avenue corner Agham Road, Diliman, Quezon City for reproduction and distribution to all concerned.

For any inquiries/concern, please contact Mr. Bernardo C. Moran, Manager, Telecom & Security Services Division with telephone no. 8924-5344.

Very truly yours,

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

Conforme:

  
**MS. ROSARIO BUENAOBRA-LIPATA**  
Marketing Officer In-Charge  
GRAND MERITUS SECURITY AGENCY, INC.

Date: DEC. 6, 2023

Cf: Mr. Y. H. Darayan - Manager, SPUG-MOD  
Mr. R. B. Nojadera - Manager, GSD



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