



# NATIONAL POWER CORPORATION

## NOTICE TO PROCEED

23 November 2020

**MR. CRISPIN R. DELA CRUZ, JR.**

Account Manager  
ADVANCE COMPUTER FORMS, INC.  
1001 GP Sulok Street,  
Brgy. Ugong, Valenzuela City  
Tel No.: 8518-8888 / Fax No. 8296-9601  
Email: [sales@advancecomputerforms.com](mailto:sales@advancecomputerforms.com)

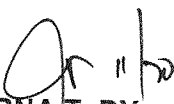
**SUBJECT: NOTICE RE: PURCHASE ORDER NO. 057799-GRJ**

Dear Mr. Dela Cruz:

Pursuant to Purchase Order No. **057799-GRJ** in the total amount of **₱ 1,430,150.00** for the **Supply and Delivery of Bond Paper, 70 GSM, A4 Size and Paper, Multicopy for Laser/Ink-Jet Printer for NPC Head Office** under PR No. **HO-WIT20-014 (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,

  
**LORNA T. DY**  
Vice President, Admin & Finance

Cf: Mr. R. A. Villarin – DM, Logistics  
Mr. A. P. Mercado – Acting Manager, WIADD

Received and Acknowledged by: CRISPIN R. DELA CRUZ JR.  
Authorized Representative

Date: NOV. 24, 2020

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Quezon City 1100, Philippines  
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