

\_\_\_ September 2023

**MELCHOR OQUINDO**  
Authorized Representative  
Tarlac Mac Enterprises, Inc.  
1030, Block 9 Mac Arthur Highway  
Barangay San Nicolas, Tarlac City, Tarlac

Subject: **NOTICE TO PROCEED**  
*Procurement for the Supply and Delivery of Linens, Hardware,  
and Accessories for the Improvement of National Government  
Administrative Center (NGAC) Sports Facilities - LOT 2  
(Hardware and Accessories)*

Dear **Mr. Oquindo**:

In connection with the approval of Purchase Order (PO) No. 000013, notice is hereby given to **Tarlac Mac Enterprises, Inc.** to proceed with the supply and delivery of **Hardware and Accessories** within Sixty (60) calendar days upon receipt of this notice and in accordance with the terms and conditions provided in the said PO.

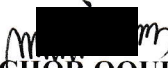
Please indicate your concurrence by signing in the space provided below the word "Conforme" and return the same to our office.

Thank you.

Truly yours,

  
**ATTY. GISELA Z. KALALO**  
Executive Vice President

*Conforme:*

  
**MELCHOR OQUINDO**  
Authorized Representative  
Tarlac Mac Enterprises, Inc.  
Date: \_\_\_\_\_