



December 09, 2016

**RBLG ENTERPRISES**

No. 17-E Marikit St., Manotoc Subd.  
Baesa, Quezon City  
Tel. No. 664-8557  
Fax. No. 961-4383

ATTN : **ARTHUR G. PALMA**  
Proprietor

**Dear Sir,**

Subject : **NOTICE TO PROCEED**

This refers to the Negotiated Procurement (Small Value) for the **Supply, Delivery and Installation of Seventeen (17) Pieces ¼" Thick Clear Float Glass including Removal of Existing Window Glass** covered by ITB No. **COR 16-00085**.


The attached Purchase Order (PO) No. 51800 having been approved, this Notice to Proceed is being issued for you to complete the Supply and Delivery of the said items **on or before January 09, 2017**.

Kindly acknowledge receipt of this letter and fax it back at fax no. 404-1411.

Thank you.

Very truly yours,

  
**MARJORIE F. SUAREZ**  
Senior Manager  
Logistics Management Department

  
**ARTHUR G. PALMA**  
Received by: Name/Position

12-15-16  
Date