



MEMORANDUM

To	: RCBC Plaza Tenants	Date	: June 30, 2016
From	: Property Management Office	Ref. No.	: PMO-AMM-2016-66
Subject	: Suppliers Product Presentation For Air-Con Unit Rental		

MESSAGE:

In view of the building's scheduled 3-day shutdown of chilled water system on December 2016, wherein the base building Air Handling (AHUs) and your back-up Fan Coil Units (FCUs) will be affected, there are suppliers who would like to conduct a one-time product presentation for portable air-conditioning in order to give us an idea on how the contractors will be able to mitigate our shutdown requirement.

In this regard, those who would like to attend the said presentation at YIAS Rooms 507 and 508 on Tuesday, July 12, 2016, are welcome. There will be two suppliers who will be presenting their product, first supplier is scheduled from **1:00 pm to 3:00 pm** and the other supplier is scheduled from **3:00pm to 5:00pm**, you can choose the time at your convenience.

Thank you and regards,

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Erwin C. Liquez".

Engr. Erwin C. Liquez
PM Engineer

Noted by:

A handwritten signature in black ink, appearing to read "Bertelie M. Sumagaysay".

Engr. Bertelie M. Sumagaysay
Chief Engineer

A handwritten signature in black ink, appearing to read "Evar R. Medina".

Engr. Evar R. Medina
Property Manager

*Cc: Tenant Relations
Security Department*