



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



NOTICE TO PROCEED

15 March 2021

Ms. SUSAN B. GAYONGORSA
 Operations Manager/Authorized Representative
 Smartee Glass and Aluminum Supply
 1561 Penafrancia cor. P. Gil Street
 Paco, Manila

Dear **Ms. GAYONGORSA:**

With the attached Contract Agreement having been approved, you are given notice to provide the necessary goods and services on the **FABRICATION, DELIVERY AND INSTALLATION OF PROTECTIVE ACRYLIC BARRIERS FOR THE AGENTS' COMPUTERIZED EXAMINATION (ACE) ROOM** (P.R. No. 2021-01-027) on 17 March 2021.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement, and your proposal/quotation dated 14 January 2021.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Please return one copy to the Insurance Commission c/o the Bids and Awards Committee Secretariat/Administrative Division.

Very truly yours,

DENNIS B. FUNA
 Insurance Commissioner

CONFORME:

I acknowledge receipt of this Notice on
 Name of Authorized Representative
 Signature of Authorized Representative

: 17 March 2021
 : SUSAN B. GAYONGORSA
 : [Signature]