



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



NOTICE TO PROCEED

27 November 2020

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

Dear **Ms. GAYONGORSA:**


With the attached Contract Agreement having been approved, you are given notice to commence delivery of goods and services for the **Repair/Renovation of IC Main Lobby Glass Window (P.R. No. 2020-11-233)**.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Please return one (1) copy to the Insurance Commission c/o the Administrative Division/BAC Secretariat.

Thank you.

Very truly yours,


DENNIS B. FUNA
 Insurance Commissioner

I acknowledge receipt of this Notice on : 02 Dec. 2020
 Name of the Representative of the Bidder : SUSAN B. GAYONGORSA
 Authorized Signature : 