



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



**NOTICE TO PROCEED**

26 DEC 2019

**Ms. GENEVIEVE A. BURNS**  
**General Manager/Proprietor**  
**G BURNS MARKETING**  
 115 General Menez St. Parang  
 Marikina City

Dear **Ms. BURNS:**

With the Contract Agreement having been approved, you are given notice to commence delivery for the **Supply, Delivery, Installation and Commissioning of Brand New Air-conditioning Units for Certain IC Offices (P.R. No. 2019-12-399)** on or before 02 January 2020.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement, your proposal/quotation dated 12 December 2019 and the Request for Quotation and Terms and Conditions issued on 09 December 2019.

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 Bids and Awards Committee (BAC) Secretariat.

Thank you.

Very truly yours,

**DENNIS B. FUNA**  
 Insurance Commissioner

26 DEC 2019

I acknowledge receipt of this Notice on \_\_\_\_\_ :

Name of the Representative of the Bidder: GENEVIEVE PERROT

Authorized Signature \_\_\_\_\_ :