



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



NOTICE TO PROCEED

29 September 2016

Ms. ANGELICA JEAN ALFECHE
Authorized Representative
VISTAAIRE MARKETING
No. 20-21 Magnolia Street, Pingkian Village
Pasong Tamo, Quezon City

Dear **Ms. Alfeche**:

With the Contract Agreement having been approved, you are given notice to commence the **Procurement of Air-conditioning Units for the Insurance Commission** (Ref. No. 2016-06-168).

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

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.

Thank you.

Very truly yours,

EMMANUEL F. DOOC
Insurance Commissioner

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

: _____
: Lawrence C. Aliz
: _____
: _____