



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



## NOTICE TO PROCEED

25 January 2017

**MS. CECILE R. HASSANI**

President  
CITI CARPET INTERNATIONAL TRADING  
#58, 20<sup>th</sup> Avenue  
Cubao, Quezon City  
Tel. Nos.: 421-3641; 438-3825

Dear **Ms. Hassani**:

With the attached Purchase Order (PO) having been approved, you are given notice to commence the supply, delivery and installation of Carpet at the Main Lobby Staircase and OCOM's Conference Room on 25 January 2017.

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 Bids and Awards Committee Secretariat.

Very truly yours,

**DENNIS B. FUNA**  
Insurance Commissioner

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

: January 25 2017  
: Esterjano Gomez  
: \_\_\_\_\_