



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

NOTICE TO PROCEED

22 April 2016

Mr. BUTCH CASTER ATIENZA
Store Manager
CASTER SPORTSWEAR
21-A Kamias Road, Brgy. West Kamias
Quezon City
Telephone No.: 922-6202

Dear **Mr. Atienza**:

With the attached Contract Agreement having been approved, you are given notice to commence delivery of the **Small Value Procurement for Customized Teambuilding Shirts and Fellowship Night Shirts for the Conduct of the 2016 IC Solidarity Day** (Ref. No. 3788939) not later than 3 May 2016.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement, your proposal/quotation dated 12 April 2016, and the Request for Quotation and Terms of Reference dated 6 April 2016.

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.

Very truly yours,


EMMANUEL F. DOOC
Insurance Commissioner
4/26/16

CONFORME:

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

: 4/26/16
: BUTCH CASTER A ATIENZA
: _____