



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



NOTICE TO PROCEED

08 December 2016

Ms. Maria Leilani Mendoza
OIC Central Catering
FIRST FOODS, FOOD SERVICES INC.
2ND Floor LGI Bldg. Ortigas Avenue
Greenhills, San Juan

Dear **Ms. Mendoza**:

With the attached Purchase Order having been approved, you are given notice to commence delivery of the catering of buffet lunch and dinner for the Insurance Commission's 2016 Year-End Assessment to be held on **16 December 2016**.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement, your proposal/quotation dated 24 November 2016 and the Request for Quotation and Terms of Reference posted 11 November 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,

DENNIS B. FUNA
Officer-in-Charge

CONFORME:

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

: December 9, 2016
: Ma. Wilgri Mendoza
: [Signature]