



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



**NOTICE TO PROCEED**

06 December 2017

**Ms. Maria Leilani Mendoza**  
 OIC Central Catering  
**FIRST FOODS, FOOD SERVICES INC.**  
 2<sup>ND</sup> 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 dinner for the Insurance Commission's 2016 Year-End Assessment to be held on **15 December 2017**.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement, your proposal/quotation dated 20 November 2017 and the Request for Quotation and Terms of Reference posted 16 November 2017.

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**  
 Insurance Commissioner



CONFORME:

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

: 12-06-17  
 : Ms. Maria Leilani Mendoza  
 : [Signature]