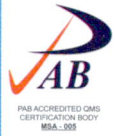




Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**NOTICE TO PROCEED**

**MR. ERNESTO V. LAPLANA**  
 Corporate Secretary  
**Firstleads Food Services Inc.**  
 422 (B), SM Megamall  
 Wack-Wack, Mandaluyong City  
 Tel. No. (+632) 8726-4466 / 8726-4520

Dear **Mr. Laplana**:

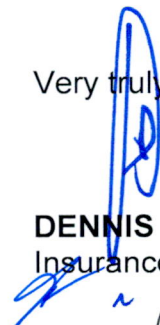
With the Contract Agreement having been approved, you are given notice to commence delivery for the **Catering Service for the Strategic Planning Workshop (SPW) of the Insurance Commission on 4 – 6 March and 12 – 13 March 2020** (P.R. No. 2020-02-079).

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 copy to the Insurance Commission c/o the Bids and Awards Committee Secretariat.

Thank you.

Very truly yours,

  
**DENNIS B. FUNA**  
 Insurance Commissioner

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

: MAR 04 2020  
 : ERNESTO V. LAPLANA  
 : 