



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



**NOTICE TO PROCEED**

14 August 2018

**MARY ROSE R. GOMEZ**

Account Manager

**SIMON & STANLEY INTERNATIONAL TRADING  
 AND DEVELOPMENT CO., INC.**

Lot C-5B Block C Dewey Avenue  
 Subic Bay Freeport Zone, Zambales

Dear **Ms. Gomez:**

With the Contract Agreement having been approved, you are given notice to commence delivery for the **Lease of Venue (including Function Room, Accommodation, Food, Transportation Service and Activity Facilities) for the 2019-2021 Functional Group Planning and Budgeting Activity (FGPBA) of the Legal Services Group (Project Reference No. 2018-07-251)** with total Contract price of **Five Hundred Thousand Pesos (Php500,000.00)** inclusive of 12% VAT and all other applicable taxes and charges.

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 (BAC) Secretariat.

Thank you.

Very truly yours,

**DENNIS B. FUNA**  
 Insurance Commissioner



I acknowledge receipt of this Notice on : 14 August 2018  
 Name of the Representative of the Bidder: MARY ROSE R. GOMEZ  
 Authorized Signature : [Handwritten Signature]