



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



NOTICE TO PROCEED

03 July 2018

MS. VIANNA JEAN D. ELMAN
16/35 MM PRODUCTION SUPPLY
 UG - 22 & 23 Star Centrum Building,
 #317 Sen Gil Puyat Avenue, Makati City

Dear **Ms. Elman**:

With the attached Purchase Order having been approved, you are given notice to commence the delivery of **External Hard Drive 1TB for 2019-2021 Functional Group Planning and Budgeting Activity of the Technical Services Group (Purchase Request No.: 2018-06-203)** on **02 July 2018**.

Likewise, you shall be responsible for preparing the required documents and services under the terms and conditions of the Agreement, your proposal/quotation dated 25 June 2018 and the Request for Quotation and Terms of Reference dated 25 June 2018.

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

: 7/3/18
 : Edgar Dador
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