



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



NOTICE TO PROCEED

MARVIN KIM TAN
Director – Banquet Sales
MANILA PRINCE HOTEL
1000 San Marcelino
Ermita, Manila City
Tel. No. : +632 8328-2222

Dear **Mr. Tan**:

With the Contract Agreement having been approved, you are given notice to commence delivery for the **Lease of Venue inclusive of Catering Services for the Insurance Commission (IC) Year-end Assessment**.

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

: 17 DEC 2019

I acknowledge receipt of this Notice on

Name of the Representative of the Bidder

Authorized Signature

: MARVIN KIM TAN

: *Marvin Kim Tan*

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