



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

NOTICE TO PROCEED

25 October 2018

MS. GENEVIEVE A. BURNS
General Manager
G BURNS MARKETING
115 General Menez St., Parang
Marikina City

Dear **Ms. Burns**:

With the Contract Agreement having been approved, you are given notice to commence delivery for the **One (1) Year Preventive Maintenance Program for Seventy One (71) Air-conditioning Units of the Insurance Commission (IC) Building, Gym-Annex Building, Executive Lounge and Container Vans (Project Reference No. 2018-09-298)**.

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 Administrative Division.

Thank you.

Very truly yours,


DENNIS B. FUNA
Insurance Commissioner

I acknowledge receipt of this Notice on : 25 OCTOBER 2018
Name of the Representative of the Bidder: GENEVIEVE BURNAS
Authorized Signature : 