



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



NOTICE TO PROCEED

19 January 2018

Ms. Maria Leilani Mendoza
OIC Central Catering
FIRST FOODS, FOOD SERVICES INC.
2ND Floor LGI Bldg. Ortigas Avenue
Greenhills, San Juan

Dear **Ms. Mendoza**:

With the attached Contract Agreement having been approved, you are given notice to commence delivery of the catering of buffet lunch and snacks (merienda) for the Insurance Commission's Strengthening Week to be held on **26 January 2018**.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement, your proposal/quotation dated 21 December 2017 and the Request for Quotation and Terms of Reference posted 18 December 2017.

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.

Very truly yours,


DENNIS B. FUNA
Insurance Commissioner



CONFORME:

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

: JANUARY 19, 2018
: MARIA LEILANI MENDOZA
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