



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



**NOTICE TO PROCEED**

28 DECEMBER 2020

**MS. ARLENE F. TANUDTANUD**

Owner

**Xefar Enterprises**

Rm 64B MMC House Ocampo St.  
 cor. E. Jacinto Pio del Pilar, Makati City  
 Tel. No.: 8804-3431

Dear **Ms. Tanudtanud**:

With the Contract Agreement having been approved, you are given notice to commence delivery for the **Supply and Delivery of Various Toner Consumables of the Insurance Commission – Lot # 2 (Toner Cartridge for HP Laserjet Enterprise M604DN (E6B68A) Printer)**.

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 Information Technology Division or Bids and Awards Committee Secretariat.

Thank you.

Very truly yours,

**DENNIS B. FUNA**  
 Insurance Commissioner



I acknowledge receipt of this Notice on : December 28, 2020

Name of the Representative of the Bidder : ARLENE TANUDTANUD

Authorized Signature :