



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



NOTICE TO PROCEED

29 MAR 2022 2022

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

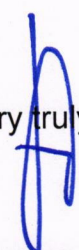
Dear **Ms. BURNS**:

With the attached Contract Agreement having been approved, you are given notice to commence delivery for the **One (1) Year Preventive Maintenance Program for Seventy- Five (75) Air-conditioning Units of the Insurance Commission Main Building, Gym/Annex Building, Executive Lounge, and Container Van Offices (PR No. 2022-02-014).**

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 : _____
 Name of the Representative of the Bidder : GENIEVE BURNS
 Authorized Signature : 29 MAR 2022

JB 2. 10