



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



**NOTICE TO PROCEED**

\_\_\_\_\_ August 2023

**LORALHEI LOUISE V. DAVID**  
 Authorized Representative  
**SM PRIME HOLDINGS, INC. – PICO SANDS HOTEL**  
 Hamilo Coast, Brgy. Papaya, Nasugbu, Batangas

Dear **Ms. David**:

With the Contract Agreement having been approved, you are given notice to commence delivery for the **LEASE OF VENUE (INCLUDING USE OF FUNCTION ROOM, ACCOMMODATIONS, TRANSPORTATION SERVICES, DOCUMENTATION SERVICES AND MEALS) FOR THE 2023 IC MID-YEAR PERFORMANCE REVIEW AND PLANNING AND TEAM BUILDING ACTIVITY (P.R. No. 2023-08-246)**.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement and in accordance with the Contract Agreement.

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 Commissioner c/o the Planning and Management Division and Human Resource Division or the Bids and Awards Committee (BAC) Secretariat.

Very truly yours,

  
**REYNALDO A. REGALADO**  
 Insurance Commissioner

**ACCEPTANCE/CONFORME:**

I acknowledge receipt of this Notice on :           AUGUST 15, 2023            
 Name of the Representative of the Bidder :           LORALHEI LOUISE DAVID            
 Authorized Signature :           