



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



**NOTICE TO PROCEED**

22 January 2024

**MS. JESSICA B. GUILLERMO**

Account Manager

**QUARTZ BUSINESS PRODUCTS CORP.**

15th Floor, Capital House, 9th Ave. corner, 34th St,

Taguig, 1227 Metro Manila

Tel. No. 8424-1288

Dear **Ms. Guillermo:**

With the Contract Agreement having been approved, you are given the notice to commence delivery for the **Procurement of Laser Printer Consumables for the Insurance Commission.**

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 Bids and Awards Committee Secretariat.

Thank you.

Very truly yours,

  
**REYNALDO A. REGALADO**  
Insurance Commissioner



I acknowledge receipt of this Notice on : January 30, 2024

Name of the Representative of the Bidder : JESSICA B. GUILLERMO

Authorized Signature : 