



## NOTICE TO PROCEED

28 January 2025

**MR. ALEX U. YAP**  
**MR. MICHAEL JASON SIA**  
Lessors  
YAP Building  
Quimpo Boulevard  
Ecoland, Davao City

Dear **Sirs**,

With the Contract of Lease having been approved, you are given notice to commence delivery for the **One (1) Year Lease of Office space for Insurance Commission Davao District Office (Project No. 2024-08-222A)**

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Contract 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 Bids and Awards Committee Secretariat.

Thank you.

Very truly yours,

**REYNALDO A. REGALADO**  
Insurance Commissioner

We acknowledge receipt of this Notice on : \_\_\_\_\_

Name/s of the Representative/s of the Bidders : ALEX U. YAP

Authorized Signature/s :