



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



NOTICE TO PROCEED

23 June 2025

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

Dear **Ms. BURNS:**

With the Contract Agreement having been approved, you are given notice to commence delivery for the **One (1) Year Preventive Maintenance Program for Seventy-Seven (77) Air-conditioning Units of the Insurance Commission (IC) Main Building, Gym/Annex Building, and Container Van Offices (P.R. No. 2025-04-252).**

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 or the Bids and Awards Committee (BAC) Secretariat.

Thank you.

Very truly yours,


REYNALDO A. REGALADO
Insurance Commissioner

I acknowledge receipt of this Notice on : 23 JUNE 2025

Name of the Representative of the Bidder: GENEVIEVE BURNS

Authorized Signature : 

198.12