



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



NOTICE TO PROCEED

04 May 2023

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 EIGHTY (80) Air-conditioning Units of the Insurance Commission (IC) Main Building, Gym/Annex Building, Executive Lounge, and Container Van Offices (P.R. No. 2023-01-018).**

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

GR

I acknowledge receipt of this Notice on : 4 MAY 2023

Name of the Representative of the Bidder: GENEVIEVE BURNS

Authorized Signature : 