



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



**NOTICE TO PROCEED**

14 December 2023

**MR. MICHAEL B. MANALO**  
 Proprietor  
**MBM SERVICES & CONSUMER GOODS TRADING**  
 Unit A3-A4 Broadway Centrum,  
 Quezon City  
 Contact Nos: 0969-610-5480 / 0905-498-7186

Dear **MR. MANALO**:

With the attached Contract Agreement having been approved, you are given notice to commence delivery for the **Supply and Delivery of Christmas Giveaways for the Insurance Commission (IC)** (P.R. No. 2023-12-421).

Likewise, you shall be responsible for supplying the required products 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.

Thank you.

Very truly yours,

  
**REYNALDO A. REGALADO**  
 Insurance Commissioner

I acknowledge receipt of this Notice on : DEC 14, 2023  
 Name of the Representative of the Bidder : MICHAEL MANALO  
 Authorized Signature : 