



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



**NOTICE TO PROCEED**

26 JUNE 2024

**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. 2024-05-127).**

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 : 26 JUNE 2024

Name of the Representative of the Bidder: GENIE BURNS

Authorized Signature : 