

01 April 2022

MS. CLAIRE B. JOSEPH

Authorized Representative
Otus Copy Systems, Inc.
10F MG Tower No. 75, Shaw Boulevard,
Brgy. Daang-Bakal, Mandaluyong City

Subject: **NOTICE TO PROCEED**
One (1) Year Rental of Twenty (20) Units
of Color Multifunction Copy Machines

Dear **Ms. Joseph**:

In connection with the One (1) Year Rental for the Twenty (20) Units of Color Multifunction Copy Machines, with a Contract amount of **Two Million Nine Hundred Eighty-Five Thousand Seven Hundred Ten Pesos & 0/100 Centavos (Php2,985,710.00)**, inclusive of all applicable taxes, for the covering period **April 16, 2022 to April 15, 2023**, you are hereby directed to proceed for the delivery of the multifunction copy machines.


Upon receipt of this notice, you shall be responsible to perform the requirements under the terms of reference of the bidding documents.

Please indicate your concurrence by signing the Notice to Proceed on the space below "Conforme" and return the same upon signing.

Very truly yours,


AILEEN AN. R. ZOSA
Executive Vice President

Conforme: /


CLAIRE B. JOSEPH
Authorized Representative
Date: April 21, 2022

*Notice to Proceed for Otus Copy Systems, Inc.
April 2022/Version 1*



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