

April 2, 2025

CLAIRE B. JOSEPH

Authorized Representative

OTUS COPY SYSTEMS, INC.

10th Floor, MG Tower No. 75 Shaw Boulevard

Mandaluyong City, 1552

Metro Manila

Subject: **NOTICE TO PROCEED**
*Procurement for One (1) Year Rental of Twenty Eight (28)
Multifunction Color Copy Machines for CY 2025*

Dear **Ms. Joseph:**

In connection with the approval of the Contract between BCDA and **OTUS COPY SYSTEMS, INC.**, notice is hereby given to **OTUS COPY SYSTEMS, INC.** to proceed with the undertaking to deliver *One (1) Year Rental of Twenty Eight (28) Multifunction Color Copy Machines for CY 2025* in accordance with the terms and conditions provided in the said Contract and Terms of Reference (TOR).

Please indicate your concurrence by signing in the space provided below the word "Conforme" and return the same to our office.

Thank you.

Truly yours,


GISELA Z. KALALO

Executive Vice President

Date: _____

Conforme:


CLAIRE B. JOSEPH

Authorized Representative

Date: 4/2/2025



*Notice to Proceed – Procurement for One (1) Year Rental of Twenty-Eight (28) Multifunction Color Copy Machines for
CY 2025
March 2024/Version 1*

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