



**NOTICE TO PROCEED**

March 29, 2021

**MR. ERWIN C. MANARPIIS**  
President  
OTUS COPY SYSTEMS, INC.  
567 Shaw Blvd., Mandaluyong City

Sir:

The Agreement having been approved, notice is hereby given to **Otus Copy Systems, Inc.**, that the **Two (2) - Year Rental of Six (6) Digital Multifunctional Photocopier Machines for the PICC Offices**, in the amount of **FOUR HUNDRED EIGHT THOUSAND PESOS (P408,000.00), VAT inclusive**, may commence. The contract period is from April 1, 2021 to March 31, 2023.

You are responsible for performing the services under the terms and conditions of the Agreement and in accordance with Section VI- Schedule of Requirements. Please coordinate with the end-user, Mr. Glenn L. Pelonio, Asst. Director, of the Facilities and Property Division (FPD).

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other copy to the BAC Secretariat.

Very truly yours,

  
**RENATO B. PADILLA**  
General Manager

I acknowledge receipt of this Notice on: JUN 29, 2021

Name of the Representative of the Bidder: ERWIN C. MANARPIIS

Authorized Signature: 