

15 January 2021

MR. PAUL RYAN CARINGAL

Authorized Representative
Otus Copy Systems, Inc.
UD8-9 David Bldg., 2567 Shaw Boulevard,
Mandaluyong City

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

Dear **Mr. Caringal**:

In connection with the **One (1) Year Rental Agreement for the Twenty (20) Units of Color Multifunction Copy Machines**, with a Contract amount of **Three Million One Hundred Eighty-Nine Thousand and Five Hundred Pesos & 00/100 Centavos (Php3,189,500.00)**, inclusive of all applicable taxes, for the covering period **January 16, 2021 to January 15, 2022**, you are hereby directed to proceed for the delivery of the photocopying 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:


PAUL RYAN CARINGAL
Authorized Representative
Date: _____