

13 July 2018

MR. ERWIN C. MANARPIIS
Chief Executive Officer
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. Manarpiis**:

In connection with the **One (1) Year Rental Agreement for the Twenty (20) Units of Color Multifunction Copy Machines**, with a Contract amount of **Two Million Seven Hundred Ninety-Nine Thousand and Seven Hundred Fifty Pesos & 0/100 Centavos (Php2,799,750.00)**, inclusive of all applicable taxes, for the covering period **July 16, 2018 to July 15, 2019**, 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:


ERWIN C. MANARPIIS
Chief Executive Officer
Date: _____

CERTIFIED TRUE COPY


TINA ROSE M. VILLA
RECORDS MANAGEMENT OFFICER IV
BCDA RECORDS OFFICE
JUL 30 2018

BCDA
Bases Conversion and
Development Authority

Records Management & Office Services Division


FX2018-0264

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