

14 April 2023

MS. ERWIN C. MANARPIIS

Chief Executive Officer
Otus Copy Systems, Inc.
10/F MG Tower No. 75, Shaw Boulevard,
Brgy. Daang-Bakal, Mandaluyong City

Subject: **NOTICE TO PROCEED**
One (1) Year Rental of Twenty-One (21) Units of Color
Multifunction Copy Machines for CY2023

Dear **Mr. Manarpiis**:

In connection with the One (1) Year Rental for the Twenty-One (21) Units of Color Multifunction Copy Machines, with a Contract amount in **Philippine Peso: Two Million Nine Hundred Eighty-Four Thousand & 00/100 Centavos (Php2,984,000.00)**, inclusive of all applicable taxes, for the covering period **April 16, 2023 to April 15, 2024**, you are hereby directed to proceed for the delivery of twenty-one (21) color multifunction copy machines at BCDA offices.

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

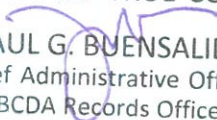
Please indicate your concurrence by signing the Notice to Proceed on the space below "Conforme" and return the same upon signing.

Very truly yours,


ARREY A. PEREZ
Officer-in-Charge
Office of the Executive Vice President

Conforme:


ERWIN C. MANARPIIS
Chief Executive Officer
Date: APRIL 14, 2023

CERTIFIED TRUE COPY

RAUL G. BUENSALIDA
Chief Administrative Officer
BCDA Records Office