

08 April 2024

**MS. CLAIRE B. JOSEPH**

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

Subject: **NOTICE TO PROCEED**  
Procurement for One (1) Year Rental of Twenty-One (24)  
Units of Multifunction Copy Machines for C.Y. 2024

Dear **Ms. Joseph**:

Following the award of the contract for one (1) year rental of Color Multifunction Copy Machines, notice is hereby given to **OTUS COPY SYSTEMS, INC.** to proceed with the delivery of twenty-four (24) units of aforementioned copy machines in accordance with the terms and conditions provided in the Rental Agreement and Schedule of Requirements.


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

Thank you.

Very truly yours,

  
**HEDDA LOURDES Y. RULONA**  
Officer-in-Charge, OEVP

Conforme:

  
**CLAIRE B. JOSEPH**  
Authorized Representative  
Date: APRIL 12, 2024