



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila

January 5, 2022

**Otus Copy Systems, Inc.**  
10/F MG Tower, 75 Shaw Blvd.,  
Mandaluyong City

ATTENTION: **Mr. Erwin C. Manarpis**  
Bidder's Representative/Authorized Signatory  
Otus Copy Systems, Inc.

SUBJECT: **Notice to Proceed**  
Rental of Multi-Functioning Photocopying Machines for CY 2022

Dear **Mr. Manarpis**:




Having approved the attached Agreement, notice is hereby given to Otus Copy Systems, Inc. that performance/delivery of the goods/services may commence for the Rental of Multi-Functioning Photocopying Machines for CY 2022 effective from receipt of this Notice to Proceed.

With the receipt of this notice, you are responsible for performing/delivering the goods/services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule and the Terms of Reference.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Bureau of the Treasury.

Thank you.

Very truly yours,

  
**ROSALIA V. DE LEON**  
Treasurer of the Philippines  
 

CONFORME:

\_\_\_\_\_  
(Printed Name & Signature)

\_\_\_\_\_  
(Date)