



Funding the Republic

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

4 January 2024

MS. JENNIFER CALAYAG-UMALI

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

SUBJECT: Notice to Proceed
Rental of Multi-function Digital Photocopying Machines for FY 2024 / ITB-04-2024-G (EPA)

Dear **Ms. Calayag-Umali**:

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-function Digital Photocopying Machines for FY 2024 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,

SHARON P. ALMANZA (Sgd.)
Officer-in-Charge

CONFORME:

(Printed Name & Signature)

(Date)

