



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

January 20, 2021

MR. PAUL RYAN D. CARINGAL

Authorized Representative

Otus Copy Systems, Inc.

10th floor, MG Tower, No.75 Shaw Blvd.

Brgy. Daang-Bakal, Mandaluyong City

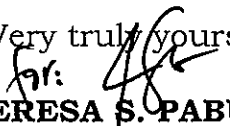
Dear **Mr. Caringal**,

The attached Contract having been signed and approved, notice is hereby given to **OTUS COPY SYSTEMS, INC.** for the execution of the project:

**Procurement of One (1) Lot Rental of Eighteen (18) Units
of High-Speed Photocopying Machines
and One Hundred (100) Units of Toners**

You are responsible for complying with the terms and conditions of the Contract, particularly Item 2 of the same, which provides for the **delivery of goods and/or commencement of services within fifteen (15) days upon receipt of herein Notice to Proceed.**

Very truly yours,

for: 
MA. TERESA S. PABULAYAN

*Executive Clerk of Court IV and
Chairperson, Bids and Award Committee*

CONFORME BY:

MR. PAUL RYAN D. CARINGAL

Authorized Representative, Otus Copy Systems, Inc.

Date: _____