



REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
Quezon City

**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

February 5, 2024

**MS. CLAIRE B. JOSEPH**  
*Authorized Representative*  
**Otus Copy Systems, Inc.**  
10/F, MG Tower, 75 Shaw Blvd.,  
Mandaluyong City

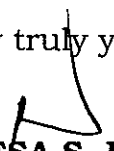
Dear **Ms. Joseph**,

The attached Contract having been signed and approved, Notice is hereby given to **Otus Copy Systems, Inc.** for the execution of the project:

**1 Lot      Procurement of One (1) Lot Rental of Nineteen (19) Units of High-Speed Photocopying Machines for Twelve Months CY 2024-2025 for the Sandiganbayan Centennial Building with Reference No. SB-BID12-2023.**

Upon receipt of this Notice, you shall be responsible for the delivery of the goods under the terms and conditions of the Contract, and in accordance with the Delivery Schedule.

Very truly yours,

  
**MA. TERESA S. PABULAYAN**  
*Executive Clerk of Court IV and  
Chairperson, Bids and Awards Committee*

**CONFORME BY:**

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**MS. CLAIRE B. JOSEPH**  
*Authorized Representative*  
Date: \_\_\_\_\_