



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



NOTICE TO PROCEED

MR. EDWIN C. MANARPIIS
General Manager for South Manila
Operations
Otus Copy Systems, Inc.
10th Floor, MG Tower 75 Shaw Boulevard
Brgy. Daang-Bakal, Mandaluyong City

Dear **Mr. Manarpiis**:

In view of the approval of the attached Contract, notice is hereby given to **Otus Copy Systems, Inc.** that contract implementation on the **“Rental of Thirty Four (34) units Multi-Function Photocopying Machines for a period of One (1) Year by the DOLE - Central Office”** shall commence on MAR 02 2021.

Upon receipt of this notice, you are responsible in performing the services required under the terms and conditions of the said contract and in accordance with the Implementation Schedule provided.

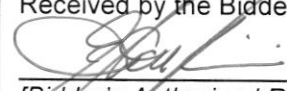
Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other to the BAC Secretariat, 2nd Floor Administrative Service, DOLE Main Building, Intramuros, Manila.

Thank you.

Very truly yours,


RENATO L. EBARLE
Undersecretary

23 FEB 2021

Received by the Bidder:

[Bidder's Authorized Representative]
Date: FEB 24, 2021