



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

NOTICE TO PROCEED

10 January 2019

Sir:

Please be informed that pursuant to the Notice of Award dated 10 January 2019, signed by the Undersecretary for Policy and Head of the Procuring Entity, the **Otus Copy Systems, Inc.** is hereby given this Notice to Proceed to provide twenty (20) units of desktop computers for lease for one (1) year in the total amount of *Nine Hundred Seventy-Nine Thousand Two Hundred Pesos* (PhP 979,200.00) only, inclusive of all taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003".

Very truly yours,

A handwritten signature in black ink, appearing to read "Enrique A. Manalo".

ENRIQUE A. MANALO
Undersecretary for Policy and
Head of the Procuring Entity

Mr. Erwin C. Manarpiis
Authorized Representative
Otus Copy Systems, Inc.
10F MG Tower No. 75 Shaw Blvd.,
Bgy. Daang-Bakal, Mandaluyong City