



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**NOTICE TO PROCEED**

Sir:

Please be informed that, pursuant to the Notice of Award, dated 01 January 2022, signed by the Undersecretary and Head of the Procuring Entity, Otus Copy Systems, Inc. is hereby given Notice to Proceed with the implementation of the Contract on the Lease of Photocopying/Scanning Machine for FY 2022 in the total amount of Nineteen Million Three Hundred Seventy-Five Thousand Ten Pesos and Seventy Centavos (PhP 19,375,010.70) only, inclusive of all taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act of 2003" and shall take effect upon receipt hereof.

Very truly yours,

  
SARAH LOU Y. ARRIOLA  
Undersecretary and  
Head of the Procuring Entity

**Mr. Erwin C. Manarpiis**  
Authorized Representative  
*Otus Copy Systems, Inc.*  
10/F MG Tower, 75 Shaw Blvd.,  
Mandaluyong City