



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



### NOTICE TO PROCEED

29 January 2021

**MR. ERWIN C. MANARPIIS**

General Manager for  
South-West Manila Operations  
OTUS COPY SYSTEM, INC.  
10<sup>th</sup> Floor MG Tower, No. 75 Shaw Boulevard  
Barangay Daang-Bakal, Mandaluyong City 1551

Dear **Mr. MANARPIIS**:

With the attached Contract Agreement having been approved, you are given notice to commence delivery for the **One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machine for the Insurance Commission for CY 2021** (P.R. No. 2021-01-023).

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Please return one (1) copy to the Insurance Commission c/o the Administrative Division.

Thank you.

Very truly yours,

**DENNIS B. FUNA**  
Insurance Commissioner

I acknowledge receipt of this Notice on

: 01-29-2021

Name of the Representative of the Bidder

: ERWIN C. MANARPIIS

Authorized Signature

