



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

**NOTICE TO PROCEED**

26 January 2016

**MR. JOEY A. FRANCISCO**  
OTUS COPY SYSTEM, INC.  
UD9 David II Bldg., 567 Shaw Blvd.  
Wack-Wack, East-Greenhills  
Mandaluyong City 1551

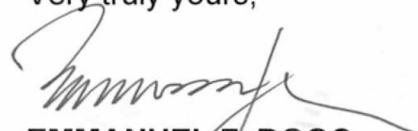
Dear Mr. Francisco:

With the attached Contract Agreement having been approved, you are given notice to commence delivery of the ***Lease of Two (2) Units Multi-Functional Photocopying Machines for the Insurance Commission***

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement stated in your proposals/quotations dated 06 October 2015 and the Request for Quotation and Terms of Reference dated 29 September 2015.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Please return one copy to the Insurance Commission c/o the Bids and Awards Committee Secretariat.

Very truly yours,

  
**EMMANUEL F. DOOC**  
Insurance Commissioner

CONFORME:

I acknowledge receipt of this Notice on  
Name of the Authorized Representative  
Signature of Authorized Signature

: JAN. 26, 2016  
: JOEY A. FRANCISCO  
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