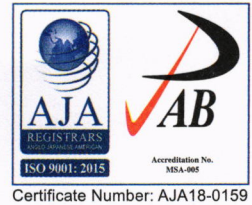




Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



NOTICE TO PROCEED

Q
 12 July 2019

MR. JOEY A. FRANCISCO
 General Manager for North Manila Operations
OTUS COPY SYSTEM, INC.
 10th Floor MG Tower, No. 75 Shaw Boulevard
 Barangay Daang-Bakal, Mandaluyong City 1551

SUBJECT: Procurement of One (1) Year Lease of Four (4) Units Multi-functional Photocopying Machine for the Insurance Commission

Dear **Mr. Francisco**:

With the attached Contract Agreement having been approved, you are given notice to commence delivery of the **Four (4) Units Multi-functional Photocopying Machine** to the Insurance Commission within fifteen (15) days from receipt hereof.

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 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

: July 12, 2019

Name of the Representative of the Bidder

: JOEY A. FRANCISCO

Authorized Signature

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