



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



NOTICE TO PROCEED

29 APR 2022 2022

MR. ERWIN C. MANARPIIS
President
OTUS COPY SYSTEM, INC.
10th 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** (P.R. No. 2022-03-041A).

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 : APRIL 29, 2022
Name of the Representative of the Bidder : ERWIN C. MANARPIIS
Authorized Signature :