



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



**NOTICE TO PROCEED**

16 JUNE 2023

**MS. JENNIFER L. CALAYAG-UMALI**  
 Project Support Officer  
**OTUS COPY SYSTEM, INC.**  
 10<sup>th</sup> Floor MG Tower, No. 75 Shaw Boulevard  
 Barangay Daang-Bakal, Mandaluyong City 1551

Dear **Ms. CALAYAG-UMALI**:

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. 2023-04-095).

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,

  
**REYNALDO A. REGALADO**  
 Insurance Commissioner



I acknowledge receipt of this Notice on

: June 16, 2023

Name of the Representative of the Bidder

: JENNIFER CALAYAG-UMALI

Authorized Signature

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