



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



NOTICE TO PROCEED

_____ 2023

MR. ERWIN C. MANARPIIS
 President
OTUS COPY SYSTEMS, INC.
 10F MG Tower 75 Shaw Blvd.,
 Bgy. Daang-Bakal Mandaluyong City
 1552 Metro Manila

Dear **Mr. Manarpiis**:

With the Contract Agreement having been approved, you are given the notice to commence delivery for the **Procurement of Managed Printing Services for the Insurance Commission**.

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 Bids and Awards Committee Secretariat.

Thank you.

Very truly yours,


REYNALDO A. REGALADO
 Insurance Commissioner

I acknowledge receipt of this Notice on : 10 NOVEMBER 2023

Name of the Representative of the Bidder : ERWIN C. MANARPIIS

Authorized Signature : 

Handwritten initials and mark