



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



NOTICE TO PROCEED

29 April 2025

JENNIFER CALAYAG-UMALI

Project Support Officer

OTUS Copy Systems, Inc.

10/F MG Tower, 75 Shaw Blvd.

Mandaluyong City

Tel. No.: 8667-0848

Dear **Ms. CALAYAG-UMALI**:

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 (Project Reference 2025 – 01 – 017)**.

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

: APRIL 30, 2025

Name of the Representative of the Bidder

: JENNIFER CALAYAG-UMALI

Authorized Signature

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