

NOTICE TO PROCEED

MR. ERWIN C. MANARPIIS ✓
Authorized Representative
Otus Copy Systems, Inc. ✓
 10F MG Tower No. 75 Shaw Blvd.,
 Brgy. Daang-Bakal, Mandaluyong City
 Contact No/s: 632 8631-9454 / Fax No.: 632 8535-8731
 Email Address: e2@otusinc.com
jennifer.jumali@otusinc.com

Dear Mr. Manarpiis:

The attached Letter Order having been approved, notice is hereby given to **OTUS COPY SYSTEMS, INC.** that performance on the **SUPPLY, DELIVER AND INSTALLATION OF RENTAL UNITS OF MULTI-FUNCTIONAL PRINTERS FOR TWO (2) YEARS OR 5,610,000 COPIES FOR PS-PHILGEPS** under PB No. 004-2020 shall commence effective on the date of receipt of this Notice: ✓

LOT	UOM	ITEM DESCRIPTION	ABC	TOTAL BID PRICE
1	Copies	Supply, Delivery and Installation of Rental Units of Multi-Functional Printers for Two (2) Years or 5,610,000 Copies for PS-PhilGEPS	5,273,400.00 ✓	4,936,800.00 ✓
Amount in words: Four Million Nine Hundred Thirty-Six Thousand Eight Hundred Pesos Only				

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Letter Order/Contract and in accordance with the Delivery Schedule.

Please acknowledge receipt of this notice by signing on the space provided below.

Very truly yours,

SIGNATURE REDACTED

LLOYD CHRISTOPHER A. LAO

Undersecretary/OIC - Executive Director

Original Paid:

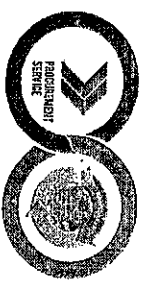
SIGNATURE REDACTED

Jan. 8, 2021

Date of receipt of this Notice: JAN. 08, 2021

Name of Authorized Representative: ERWIN C. MANARPIIS

Signature of Authorized Representative: SIGNATURE REDACTED



LETTER ORDER No. : PO20-00412

OTUS COPY SYSTEMS, INC.

10th Floor MIG Tower No. 75 Shaw Blvd

Date : July 10, 2020 /
Bidding No. : PB 004-2020 /
Date of Opening : May 27, 2020 /

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. _____ dated _____ subject to the Terms and Conditions enumerated below.

ITEM	QTY	UNIT	ARTICLE/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	935,000	copy	Rental of multi functional printer, for 2years	0.88	822,800.00
2	935,000	copy	Rental of multi functional printer, for 2years	0.88	822,800.00
3	935,000	copy	Rental of multi functional printer, for 2years	0.88	822,800.00
4	935,000	copy	Rental of multi functional printer, for 2years	0.88	822,800.00
5	935,000	copy	Rental of multi functional printer, for 2years	0.88	822,800.00
6	935,000	copy	Rental of multi functional printer, for 2years * Supply, Delivery and Installation of Rental units of multi-functional printer for two (2) years or 5,610,000 copies PR20-0190 for PS-PhilGEPs use (c/o GSD)	0.88	822,800.00

Place of Delivery
RR Road, Cristobal St. Paco, Manila
Atrache Bldg. Gen Soliano St.

Delivery Instruction :
within thirty (30) calendar days from the issuance of the notice to proceed (NTP) as committed in the bid

Certified Correct
SIGNATURE REDACTED
MARK ANTONIO GONZALES
OIC, GSD

Date 22 July 2020

FUNDS AVAILABLE Php 4,936,800.00

Original Recd.
SIGNATURE REDACTED
ALEXANDER M. GUTIERAN
Chief Accountant
Date 21 July 2020

APPROVED BY:

SIGNATURE REDACTED
SEC. LEYD CHRISTOPHER A. LAO
Executive Director

Date 14 July 2020

Signature received by:
SIGNATURE REDACTED
ERDY C. MANAR
Signature Over name in print

JAN 08, 2021
Date Received



LETTER ORDER No. : PO20-00412

OTUS COPY SYSTEMS, INC.

10th Floor MG Tower No. 75 Shaw Blvd

Date : July 10, 2020
 Bidding No.: PB 004-2020
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ITEM	QTY	UNIT	ARTICLES/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
			PB No. 004-2020 ✓ * A warranty covered either by retention money or special bank guarantee equivalent to at least 1% of every progress payment or total contract price shall be required for a period of 3months after acceptance.		
			----- Subject to Expanded-Withholding-Tax-Final-Withholding-Tax and Other Percentage Taxes Reference: RA 9337 Revenue Regulation Nos. 16-05, 14-02, 12-01, and 2-98.		
Price Validity: 0			Calendar Days	Total Amount:	Php / 4,936,800.00

Place of Delivery :
 ✓ RR Road Cristobal St. Paco Manila
 Arcache Bldg, Gen Solano St,
 Delivery Instruction :
 within thirty (30) calendar days from the issuance of the notice to proceed (NTP) as committed in the bid .

Certified Correct:
 MA [Signature] PROBERTAS
 OIC, GSD
 Date 22 July 2020
 Original Paid:
 [Signature] DATE
 SIGNATURE REDACTED

FUNDS AVAILABLE Php 4,936,800.00
 APPROVED BY: [Signature]
 USEC. LLOYD CHRISTOPHER A. LAO
 Executive Director
 Date 14 July 2020
 ALLAN RAUL M. CATALAN
 Chief Accountant
 SIGNATURE REDACTED
 Date 14.08.2021

Supplier's seal [Signature]
 SIGNATURE REDACTED
 [Signature] MADARRIPUS
 Signature Over name in print
 Date Received JAN. 08, 2021
 Lim Edgardo Jr. T.