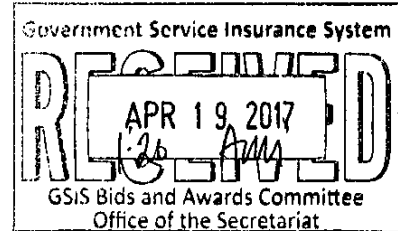




**GSIS** Government Service Insurance System  
 Financial Center, Pasay City, Metro Manila 1308

**NOTICE TO PROCEED**

**OTUS COPY SYSTEMS, INC.**  
 UD 8-9, David II Building,  
 567 Shaw Boulevard,  
 Wack-Wack, East Greenhills,  
 Mandaluyong City



Attention: **MR. ERWIN C. MANARPIIS**  
 General Manager for South Manila Operations

Notice is hereby given to **OTUS COPY SYSTEMS, INC.** for the Rental of Forty (40) Units of Photocopying Machines for GSIS Central Office, that it may now commence, effective after the receipt of this notice. Likewise, it should be noted that payment shall be based on actual copies produced using the forty (40) photocopying machines of Otus Copy Systems, Incorporated.

Upon receipt, Otus Copy Systems, Inc. shall provide the photocopying machines for use in the GSIS, and render support services pursuant to the terms and conditions set forth in the Agreement between GSIS and Otus Copy Systems, Incorporated.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below, retaining one copy and returning the other to the GSIS.

**EVANGELINA M. MANILA**  
 Officer IV  
 Records Management Department

*Date of receipt:*

APRIL 10, 2017

*Representative of the Bidder (Signature over printed name)*

ERWIN C. MANARPIIS

CERTIFIED TRUE COPY

TINA MARIE R. VIRTUCIO  
 STAFF OFFICER III  
 GSIS - RMD