



**GSIS** Government Service Insurance System  
**Batangas Branch Office**  
Alangilan, Batangas City 4200

**MR. JOEL L. OTARRA**  
Postmaster General and CEO  
Philippine Postal Corporation  
3<sup>rd</sup> Floor, Main Post Office Building  
Liwasang Bonifacio, Manila

### Notice to Proceed

Dear Mr. Otarra:

Notice is hereby given for the **SUPPLY OF POSTAGE AND METERED STAMPS FOR GSIS BATANGAS BRANCH** for the contract covering the period from 01 March 2017 to 31 December 2017.

Upon receipt of this Notice, you will be responsible for performing the services under the terms and conditions of the Contract and the Terms of Reference.

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 Batangas Branch Office.

Thank you.

**CELESTE E. FERRERAS**  
Branch Manager  
GSIS Batangas

I acknowledge receipt of this Notice on: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

