



**GSIS** Government Service Insurance System  
Laguna Branch Office, Barangay Bifian, Pagsanjan, Laguna 4008

**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 give on the **SUPPLY OF POSTAGE AND METERED STAMPS FOR GSIS LAGUNA BRANCH OFFICE** for the contract covering the period 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 on the space provided below, retaining once copy and returning the other to the GSIS Laguna Branch Office.

Very truly yours,

**IREEN F. BIMAANO**  
Branch Manager

I acknowledge receipt of this Notice on:  
Printed Name of Representative: \_\_\_\_\_  
Signature of Authorized Representative: \_\_\_\_\_

