



GSIS Government Service Insurance System
Sorsogon Branch Office, Flores St., Capitol Compound, Sorsogon City 4700

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

Notice to Proceed

Dear Mr. Otarra:

Notice is hereby given on the **SUPPLY OF POSTAGE AND METERED STAMPS FOR GSIS SORSOGON 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 Terms of Reference.

Kindly acknowledge receipt and acceptance of this Notice by signing both copies on the space provided below, retaining one copy and returning the other to GSIS Sorsogon Branch Office.

Very truly yours

RACHIL T. EDJAN
OIC-VP, South Luzon Office and
Concurrent Manager of Sorsogon BO

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

