



## NOTICE TO PROCEED

**OTUS COPY SYSTEM, INC.**  
10F MG Tower 75 Shaw Blvd.,  
Brgy. Daang-Bakal, Mandaluyong City

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

Notice is hereby given to **Otus Copy System, Inc.** for the Rental of Forty Two (42) Units of Photocopying Machines for the 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 two (42) photocopying machines of Otus Copy Systems Incorporated.

Upon receipt, **Otus Copy System, 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.

(Original Signed)

*ATTY. DIONISIO C. EBDANE, JR.*  
*Executive Vice President*  
*Support Services Sector*

I acknowledge receipt of this Notice on JUNE 18, 2020

Name of the Representative of the Bidder: ERWIN C. MANARPIIS

Authorized Signature: (Original Signed)

**Certified True Copy  
of the Original  
RMD, GSIS**

*ALICE F. MAMARIL*  
Staff Officer II  
Records Management Unit

4/18/20