



Development Academy of the Philippines

18 February 2019

MR. ERWIN C. MANARPIIS

President

OTUS COPY SYSTEMS, INC.

10th MG Tower, 75 Shaw Blvd.

Mandaluyong City

NOTICE TO PROCEED

**Contract Name: "ONE (1) LOT RENTAL OF PHOTOCOPYING SERVICES" AS
PER INVITATION TO BID NO. IB18-388131-08**

Dear President Manarpiis:

Greetings from the Academy!

This has reference to the contract cited above as per Invitation to Bid No. **IB18-388131-08**.

Please be informed that the attached Contract, having been approved, notice is hereby given to OTUS COPY SYSTEMS, INC. that work may commence, effective after the receipt of this notice, on the Contract for the Development Academy of the Philippines (DAP) project above cited in the amount of ONE MILLION ONE HUNDRED THIRTEEN THOUSAND SIX HUNDRED PESOS (PhP 1,113,600.00).

Thus, you shall be responsible in performing the services under the Terms and Conditions of the Contract and in accordance with the provisions specified in the Official Bidding Documents.

Kindly acknowledge the receipt of this Notice to Proceed by signing in the space provided below and failure to do so shall constitute sufficient ground for cancellation of the Award and the forfeiture of the Performance Security.

Very truly yours,

ATTY. ENGELBERT C. CARONAN, JR., MNSA
President & CEO, DAP *dan*

Conforme:

[Signature]
MR. ERWIN C. MANARPIIS

President

Otus Copy Systems, Inc.

Date: 3/8/2019