



Republic of the Philippines  
Department of Education

NOTICE TO PROCEED

July 18, 2024  
Date

**JENNIFER CALAYAG-UMALI**

Authorized Representative  
**Otus Copy Systems, Inc.**  
10<sup>th</sup> Floor MG Tower,  
75 Shaw Blvd., Mandaluyong City

Project No. : **2024-AdmS2(001)-BIII-CB-020**

Project : **Lease Agreement of Photocopying Machines for FY 2024**

Dear **Ms. Umali,**

The attached Contract for the above project, bearing no. **2024-AdmS2(001)-BIII-CB020-C226** in the amount of **PHILIPPINE PESOS TEN MILLION FOUR HUNDRED EIGHTY THOUSAND and 00/100 (PhP10,480,000.00) ONLY**, having been approved, this Notice is hereby issued to **OTUS COPY SYSTEMS, INC.**, that the company's performance of its contractual obligations shall commence effective from the date of receipt of this Notice.

Therefore, the company is responsible for performing the said obligations in accordance with the terms, conditions, and implementation schedule of the **Contract**.

Kindly acknowledge receipt and acceptance of this Notice by signing in the space provided below.

Very truly yours,

**ATTY. MICHAEL WESLEY T. POA**  
Undersecretary and Chief of Staff

I acknowledge receipt of this Notice on:  
Name of the Representative of the Supplier:  
Authorized Signature:

July 22, 2024  
JENNIFER CALAYAG-UMALI  
[Signature]

Encl.: As stated

*BACSD/Tayactat*



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