



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

NOTICE TO PROCEED

October 11, 2018

MR. ERWIN MANARPIIS

President
Otus Copy Systems, Inc.
10th Floor, MG Tower, 75 Shaw Boulevard
Mandaluyong City
Tel. No.: 631-9454
Fax No. 535-8731

Dear Mr. Manarpiis:

In view of the approval of the attached Contract Agreement, notice is hereby given to **OTUS COPY SYSTEMS, INC.** that contract implementation on the **"Rental of Copiers"** shall commence within **Seven (7)** calendar days from receipt of this Notice.

Upon receipt of this notice, you are responsible in performing the services required under the terms and conditions of the said Agreement and in accordance with the Implementation Schedule provided.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other to the **PAMANTASAN NG LUNGSOD NG MAYNILA.**

Very truly yours,

Sgd.

Mr. CARMELO B. DELA CRUZ
Vice-President for Administration

I acknowledge receipt of this Notice on _____ (date of receipt)

Name of the Representative of the Bidder: _____

Authorized Signature: _____