



Republic of the Philippines  
Department of Finance  
**PRIVATIZATION AND MANAGEMENT OFFICE**



04 May 2023

**NOTICE TO PROCEED**

**Ms. CLAIRE B. JOSEPH**  
Otus Copy System, Inc.  
10/F MG Tower, 75 Shaw Blvd.  
Mandaluyong City


Dear **Ms. Joseph**:

Notice is hereby given to **Otus Copy Systems, Inc.** to proceed, upon receipt hereof, with the delivery of Lease of two (2) units Multi-Function Machines (copier/scanner) to PMO for CY 2023 (May 1 to December 2023) with Solicitation No. PMO-23-32, per Purchase Order (P.O.) No. 2023-05-029 at a total contract price of Sixty-Nine Thousand Four Hundred Seven Pesos and Sixty Centavos (Php69,407.60), inclusive of all applicable government taxes.


Please acknowledge receipt and acceptance of this Notice to Proceed.

Thank you.

Very truly yours,

  
**ATTY. MAAN VANESSA L. DOCTOR**  
Chief Privatization Officer  
Head of the Procuring Entity (HoPE)

Confirmed receipt as stated:

  
**Ms. CLAIRE B. JOSEPH**  
Otus Copy System, Inc.

Date: MAY 5, 2023