

15 June 2017

**ERWIN C. MANARPIIS**  
Authorized Representative  
Otus Copy Systems, Inc.  
UD8-9 David Bldg.2  
567 Shaw Blvd., Mandaluyong City

**NOTICE TO PROCEED**

Dear Mr. Manarpiis:

Notice is hereby given to **Otus Copy Systems, Inc.** that the contract for **THE RENTAL OF SIX (6) MONOCHROME AND TEN (10) COLORED MULTI-FUNCTION COPY MACHINES FOR 2017** may commence effective 16 June 2017.

Upon receipt of this notice, you shall be responsible for performing the services under the terms and conditions of the Contract and in accordance with the Terms of Reference (TOR).

Please indicate your concurrence to this notice by signing on the space below "Conforme" and return the same to BCDA upon signing.

We look forward to a mutually beneficial relationship with you.

Thank you.

Very truly yours,

  
**VIVENCIO B. DIZON**

President and CEO

Date: \_\_\_\_\_

CONFORME:

  
**ERWIN C. MANARPIIS**

Authorized Representative, Otus Copy Systems, Inc.

Date: June 16, 2017

*Notice to Proceed, Rental of Multi-function Copy Machines for 2017*

*June 2017*

P.O. Box 42, Taguig Post Office  
Taguig City, Philippines

Tel: +63 2 575 1700 • Telefax: +63 2 816 0996  
Website: www.bcd.gov.ph

**BCDA**  
Bases Conversion and  
Development Authority

BAG for Goods

BACG2017-0065

Page 1 of 1

BCDA Corporate Center  
2/F Bonifacio Technology Center  
31st St. cor. 2nd Ave. Bonifacio Global City,  
Taguig City 1634 Philippines

