



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Ombudsman Building, Agham Road, Diliman, Quezon City

## NOTICE TO PROCEED

**OTUS COPY SYSTEMS, INC.**  
10<sup>th</sup> Floor MG Tower, no. 75 Shaw Blvd.,  
Brgy. Daang-Bakal Mandaluyong City

Attention: **MR. JOEY A. FRANCISCO**  
General Manager for North Manila Operation

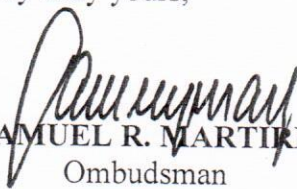
Dear **Mr. Francisco**:

The attached **Contract Agreement No. CA-2019-18** having been approved, notice is hereby given to **Otus Copy Systems, Inc.**, to proceed with the implementation of the **One (1) Year Rental of Photocopying Machines for the Office of the Ombudsman (PB 2019-14)**, effective on the following day after receipt of the Notice to Proceed.

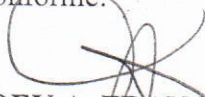
Upon receipt hereof, you are responsible for delivering the goods and services under the terms and conditions of the Agreement and in accordance with the Implementing Schedule.

Please acknowledge receipt and acceptance of this Notice by signing at the "Conforme" portion at the bottom of this page and furnish us with a signed copy hereof.

Very truly yours,

  
**SAMUEL R. MARTIRES**  
Ombudsman  
Date: \_\_\_\_\_

Conforme:

  
**JOEY A. FRANCISCO**  
General Manager for North Manila Operation  
Date: Oct. 4, 2019