



## NOTICE TO PROCEED

### OTUS COPY SYSTEMS, INC.

10F MG Tower, No. 75 Shaw Boulevard  
Brgy. Daang-Bakal, Mandaluyong City

Dear **Sir/Madame**:

Notice is hereby given to Otus Copy Systems, Inc. that work may commence on 1 February 2022 relative to the Provision of Photocopying Services for TESDA Central Office for FY 2022.

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

Please acknowledge receipt of this notice by filling up the spaces provided below. Keep one copy and return the other to the Technical Education and Skills Development Authority (TESDA).

Very truly yours,

  
**SEC. ISIDRO S LAPEÑA, PhD, CSEE**  
Director General

I acknowledge receipt of this Notice on JAN. 31, 2022.

Name of the Representative of the Bidder: ERWIN C. MANARPIIS

Signature:  \_\_\_\_\_