



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



### NOTICE TO PROCEED

23 May 2017

**MR. JOEY A. FRANCISCO**  
Vice President  
Sales and Marketing  
OTUS COPY SYSTEM, INC.  
UD8-9 David II Bldg., 567 Shaw Blvd.  
Wack-Wack, East-Greenhills  
Mandaluyong City 1551

**SUBJECT: Procurement of One (1) Year Lease of Three (3) Multi-functional Photocopying Machine for 2017 for the Insurance Commission**

Dear **Mr. Francisco**:

With the attached Contract Agreement having been approved, you are given notice to commence delivery of the **Three (3) Multi-functional Photocopying Machine** to the Insurance Commission within fifteen (15) days from receipt hereof.

Likewise, you shall be responsible for performing the required services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Please return one copy to the Insurance Commission c/o the Administrative Division.

Thank you.

Very truly yours,

**DENNIS B. FUNA**  
Insurance Commissioner

I acknowledge receipt of this Notice on  
Name of the Representative of the Bidder  
Authorized Signature

: May 23, 2017  
: JOEY A. FRANCISCO  
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