



NOTICE TO PROCEED

MS. CLAIRE B. JOSEPH

Authorized Representative
OTUS COPY SYSTEMS, INC.
10F MG Tower, 75 Shaw Boulevard
Brgy. Daang-Bakal, Mandaluyong City

**Subject: Provision of One (1) Year Lease of Fifteen (15) Units
Heavy Duty Photocopying Machines**

Dear Ms. Joseph;

We are pleased to inform you that the Contract for the above-subject has been approved by NEA.

In this regard, you are hereby directed to proceed with your contractual obligation to provide the *One (1) Year Lease of Fifteen (15) Units Heavy Duty Photocopying Machines* starting February 1, 2023 to January 31, 2024. You are required to fulfill the terms and conditions stipulated in the attached Contract Agreement. Failure to fulfill any of the provision and obligations under the Contract, shall constrain NEA to enforce Clause No. 3 of Annex "D" and Item No. III of Annex "I" of the Revised IRR No. 9184, and forfeit your Performance Security.

Please confirm your agreement by signing the space provided below.

Very truly yours,



ANTONIO MARIANO C. ALMEDA
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



NEA-OA271051

Conforme:


CLAIRE B. JOSEPH
Authorized Representative
Otus Copy Systems, Inc.

Date: JAN. 31, 2023