



Bids and Awards Committee

NOTICE OF AWARD

December _____, 2017

Otus Copy Systems Inc.
UD9 David II Bldg., 567 Shaw Blvd.,
Mandaluyong City
Tel. No. 631-94-54

Attention: Mr. Erwin C. Manarpiis
General Manager for South Manila Operation

Gentlemen:

We are pleased to inform you that the Securities and Exchange Commission (SEC) has approved the recommendation of the Bids and Awards Committee (BAC) in its BAC Resolution No. 2017-031 to award to **Otus Copy Systems Inc.** the contract for the **Lease Agreement for High Speed Printer Capable of Printing at least 75PPM for a Period of One (1) Year** amounting to **One Million Nine Hundred Eighty Thousand Pesos (Php 1,980,000.00)**.

In this connection, you are required to submit to the SEC within ten (10) calendar days from your receipt hereof, the performance security in any of the following forms and amounts stated below:

1. **Php 99,000.00 or 5% of the total contract price** – for cash or cashier's/manager's check.
2. **Php 594,000.00 or 30% of the total contract price** – for Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

Kindly return the original copy of this Notice of Award with your signature in the Conforme portion.

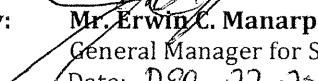
Failure to comply with the said requirements shall be sufficient ground for the cancellation of this award.

Very truly yours,

A handwritten signature in black ink, appearing to read "T. Herbosa", written over a horizontal line.

TERESITA J. HERBOSA
Chairperson

CONFORME: Otus Copy Systems Inc.

By:  **Mr. Erwin C. Manarpiis**
General Manager for South Manila Operation
Date: DEC. 27, 2017