



**Office of the President of the Philippines**  
**OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS**

**NOTICE TO PROCEED**

23 January 2021

**DELSAN OFFICE SYSTEM CORPORATION**  
7893 Lawaan St. San Antonio Village  
Makati City

Dear **Sir/ Ma'am:**

Greetings of peace!

This has reference to the Notice of Award, dated 16 December 2020, issued in your favor for the supply and delivery of twenty-three (23) units of multi-functional printers with the contract amount of Two Million One Hundred Thirty-Six Thousand Seven Hundred Pesos (PhP2,136,700.00).

In relation thereto, notice is hereby given that you may commence the delivery of the aforementioned goods according to the specifications and requirements stated in the bidding documents and the contract.

Please affix your signature in space provided below as an indication of your acceptance.

Sincerely,

**Secretary CARLITO G. GALVEZ JR.**  
Head of the Procuring Entity

**Conforme:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_