



NOTICE OF AWARD

OTUS COPY SYSTEMS, INC.
10/F MG Tower, 75 Shaw Blvd.,
Mandaluyong City

Attention: **CLAIRE B. JOSEPH**
Sales Manager

Dear Ms. Joseph,

We are pleased to notify you that your quotation for the **One (1) Year Lease/Rental of Twelve (12) Units Multi-function Photocopier Machines** or RFQ No. 2025-002 was found to be the Lowest Calculated and Responsive Quotation with a total contract price of **Six Hundred Forty-eight Thousand Pesos (PhP648,000.00)** inclusive of taxes, duties and other levies.

You are hereby requested to return this Notice of Award with your signature on the Conformed space provided below within two (2) working days from receipt hereof.

Failure to submit the Notice of Award within the time frame stated above shall be a sufficient ground for the rescinding of the agreement.

Thank you.

Sincerely,

OSCAR M. ORBOS

Officer in Charge-Network General Manager
Head of Procuring Entity (HOPE)

CONFORME:

CLAIRE B. JOSEPH

Sales Manager
Otus Copy Systems, Inc.

Date: 4/11/2025