



LOCAL WATER UTILITIES ADMINISTRATION

P.O. BOX 34, U.P. Post Office, Katipunan Avenue, Balara, Quezon City
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Administrator's Direct Line: (02) 929-61-07
LWUA Website: www.lwua.gov.ph

08 FEB 2013

MR. ERWIN C. MANARPIIS
President
OTUS COPY SYSTEMS, INC.
UD9 David II Bldg.
Mandaluyong City

SUBJECT: NOTICE TO PROCEED – Annual Lease Contract
Heavy Duty Copying Machine


Dear Mr. Manarpiis:

This has reference to the **Annual Lease Contract for Heavy Duty Copying Machine** in the amount of **FORTY SEVEN CENTAVOS (P0.47)** per copy pursuant to LWUA BAC Resolution No. 2012-010.

You are hereby directed to proceed with the said delivery under authority of this notice and complete the delivery of the said machine within **SEVEN (7) calendar days** from receipt hereof.

Since the contract is an essential facility, the completion of the delivery/installation of the said machine within the stipulated time is of prime consideration.

Very truly yours,


EDUARDO C. SANTOS
Acting Administrator


2/8/13