



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

2023-02-019NTP

NOTICE TO PROCEED

MR. ALEXANDER O. LIM

General Manager
Optimal Systems Distributions, Inc. (OSDI)
12 Banner St., Bagong Ilog,
Pasig City

Dear Mr. Lim:

In reference to the approved contract awarded through BAC Resolution No. 008 s. 2023 for the "Procurement of Managed Printing Services" in the amount of Three Million Four Hundred Eighty-Six Thousand Seven Hundred Fifty Pesos Only (Php3,486,750.00), executed by and between the Department of Energy (DOE) and ptimal Systems Distributions, Inc. (OSDI), we hereby issue this Notice to Proceed (NTP) for OSDI, Inc. to start the implementation of the contract.

Upon receipt of this NTP, OSDI shall be responsible for completing the services under the Terms and Conditions of the Contract in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing at the portion provided below.

Please be guided accordingly.

Very truly yours,

FELIX WILLIAM B. FUENTEBELLA
Undersecretary

RECEIVED BY: 96484
Aurea V. S. Bartolome
Signature over Printed Name
Sales Executive Optimal Systems Distribution Inc.
Position and Company
3/24/23 2:45 PM
Date and Time Received

MEMORANDUM

FOR : **F. W. B. FUENTEBELLA**
Undersecretary

M. C. CAPONGCOL
Asst. Secretary

FROM : **A. P. HABITAN**
OIC-Director, ITMS

SUBJECT : **Requesting for the Undersecretary's Approval and Signature on the Attached Contract and Notice to Proceed for the Procurement of Managed Printing Services**

DATE : 27 February 2023

A. Introduction

This has reference to the Contract and Notice to Proceed for the Procurement of Managed Printing Services amounting to Three Million Four Hundred Eighty-Six Seven Hundred Fifty Pesos (Php 3,486,750.00), with BAC Resolution No. 008 s. 2023 and Notice of Award No. 2023-01-008-NOA008. (Documents attached)

B. Mandate

The ITMS is mandated to formulates policies, plans and programs relative to information and communications technology, geo-informatics, and data and information management, and ensures effective implementation thereof and compliance with government rules, regulations and standards

C. Action Requested

We would like to request for the Undersecretary's approval and signature on the attached Contract and Notice to Proceed for the above-mentioned procurement.

D. Prayer

For the Undersecretary's consideration and approval. Thank you.