



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

03 April 2025

**MS. SHERYLL K. DE GUZMAN**

Authorized Representative

**DELSAN OFFICE SYSTEMS CORPORATION**

7893 Lawaan St. San Antonio Village

Makati City

Email Address: [sherryl.deguzman@delsanonline.com](mailto:sherryl.deguzman@delsanonline.com)

**SUBJECT: NOTICE TO PROCEED**

Dear **Ms. De Guzman**:

Notice is hereby given to **Delsan Office System Corporation** to proceed with the **"Lease/Rental of Multi-Function Printers & Monochrome and Colored Jet Printers with Free Consumables (Public Bidding No. 2025-02)"** with the total contract amounting of Three Million Three Hundred Eighty-Three Thousand Two Hundred Eighty Pesos (P3,383,280.00), inclusive of VAT and all other applicable government taxes and charges.


Further, your company shall be responsible for performing the required services under the terms and conditions of the Purchase Order No. 2025-04-031 dated 02 April 2025 with MARINA.

Thank you.

Very truly yours,

**SONIA B. MALALUAN**  
Administrator

**CONFORME:**

  
Sherryl De Guzman

(Signature over Printed Name and Designation)

Date:

April 14, 2025

**Golden Voyage Towards Green and Digital Maritime Future**

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20th Street corner Bonifacio Drive  
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