

**NOTICE**

**Lease of Digital Multifunction Copiers (Monochrome) for FY 2021  
(OSG PR No. 020-10-131)**

TO ALL PROSPECTIVE BIDDERS:

In view of the issuance of Office Order No. C-875-20 dated October 26, 2020 placing the OSG building on lockdown, the Bids and Awards Committee (BAC) will be **conducting the Pre-bid Conference exclusively thru video-conferencing** (*via Microsoft Teams*). Prospective bidders may participate in the Prebid Conference by sending their email addresses at [osg.procurement@gmail.com](mailto:osg.procurement@gmail.com) on or before October 28, 2020 @10:00 in the morning. Prospective bidders are advised to have the *Microsoft Teams* application installed in their devices.

October 27, 2020.

  
**ASG JOSEPH L. GUEVARRA**  
Chairperson

  
**SSS AILEEN P. ESPINA-DALWATAN**  
Vice-Chairperson

  
**SSS ARLEEN T. REYES**  
Member

  
**SSI JOCELYN P. CASTILLO-SARMIENTO**  
Member

  
**ASIII ALANNA GAYLE ASHLEY B. KHIO**  
Member

  
**ASII EMILE JUSTIN D. CEBRIAN**  
Member

  
**DIR. BERNADETTE M. LIM**  
Member