



BIDS AND AWARDS COMMITTEE
Resolution No. 027-2024, Series of 2024

**RECOMMENDING THE AWARD OF CONTRACT FOR THE
COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @PS-DBM
(APP Item No. 2024-0016)**

WHEREAS, the National Privacy Commission (*NPC* or *Commission*) is an independent body mandated to administer and implement Republic Act No. 10173 of the Data Privacy Act of 2012 and to monitor and ensure compliance of the country with international standards set for data protection;

WHEREAS, the Administrative Services Division (*ASD*), being a support unit of *NPC* is tasked to ensure that equipment, supplies, and materials required for the daily operations are provided and maintained;

WHEREAS, per regular monitoring of the availability of common-use supplies at Procurement Service – Department of Budget and Management’s (*PS-DBM*) virtual store, it was determined that the needed common-use office supplies are not yet available as supported further by the Certificate of Non-Availability of Supplies (*CNAS*) generated through the *PS-DBM* portal as of 07 March 2024;

WHEREAS, recognizing the immediate need for the supplies and materials to sustain the daily operation of the Commission, particularly in the performance of public service and ensuring compliance with the requirements of the oversight agencies, the *ASD* intends to purchase the common-use office supplies not available at *PS-DBM* listed in the table below in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations (*IRR*);

WHEREAS, Section 52.1 of the Revised Implementing Rules and Regulations (*IRR*) of Republic Act No. 9184 recognizes Shopping as a method of procuring for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications in cases when procurement of ordinary or regular office supplies and equipment is not available in the Procurement Service and involves an amount not exceeding the threshold prescribed in Annex “H” of R.A. 9184’s *IRR*;

WHEREAS, this procurement has a Certification of Availability of Funds (*CAF*) with APP Item No. 2024-0016 with an Approved Budget for the Contract (*ABC*) of Php400,000.00;

WHEREAS, a Request for Quotation (*RFQ*) was posted on the Philippine Government Electronic Procurement System (*PhilGEPs*) and *NPC* website, as well as the *NPC* bulletin board on 25 April 2024;

WHEREAS, ten (10) bidders submitted their quotations, namely: (1) 347 School Office Supplies, Inc.; (2) J & J Consumer Goods Trading; (3) Mostaco Marketing; (4) JKN 4Colors Ink


Trading; (5) Varyline Corporation; (6) Silent Worker Marketing; (7) Lambert Trading; (8) Jarise Non-Specialized Wholesale Trading; (9) Ban Bee Commercial Co., Inc.; (10) Clockwerk Stationery Trading;

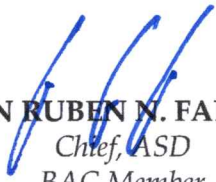
WHEREAS, on May 6, 2024, the National Privacy Commission – Bids and Awards Committee (NPC-BAC) evaluated the submitted quotations and found that Mostaco Marketing has the lowest calculated and responsive quotation, with a bid price of Two Hundred Thousand and Forty-Six Pesos (Php200,046.00);

NOW, THEREFORE, for and in consideration of the foregoing, WE, the members of the NPC Bids and Awards Committee (NPC-BAC), hereby **RESOLVE**, as it is hereby **RESOLVED**, to recommend the award of the contract for the procurement of Common-Use Office Supplies Not Available @ PS-DBM to **MOSTACO MARKETING** for having the lowest calculated and responsive quotation in the total amount of **TWO HUNDRED THOUSAND AND FORTY-SIX PESOS (Php200,046.00)**, subject to the presentation of their original documentary requirements upon signing of the Notice of Award (NOA).

RESOLVED this 6th of May 2024 via a combination of on-site and videoconference meetings.


ATTEST:


JOEL T. PAGTULINGAN, JR.
Administrative Officer III
Provisional BAC Member/End-User




MARLON RUBEN N. FABRICANTE
Chief, ASD
BAC Member


Digitally signed by
Cabatu Rodolfo Series
Jr
ATTY. RODOLFO S. CABATU, JR.
Chief, EnD
BAC Member

On Leave
ATTY. AUBIN ARN R. NIEVA
Director IV, DASCO
BAC Vice Chairperson


ATTY. MARIA THERESITA E. PATULA
Director IV, LEO
BAC Chairperson

Approved:


ATTY. JOHN HENRY D. NAGA
Privacy Commissioner
Head of the Procuring Entity
Date: **MAY 21 2024** 



NOTICE OF AWARD

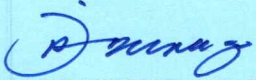
Date Issued: **MAY 21 2024**

MS. JOJIE R. VELINA
Sole Proprietor
Mostaco Marketing
68A Lalaine Bennet St., BF Resort Vill.,
Talon II, Las Piñas City

Dear **MS. VELINA**:

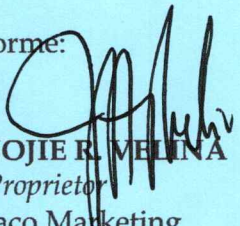
Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 027-2024 series of 2024, the contract for procurement of the **Common-use Office Supply Not Available @ PS DBM** amounting to **TWO HUNDRED THOUSAND FORTY-SIX (PHP200,046.00)**, VAT inclusive, is awarded to **MOSTACO MARKETING**, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,


ATTY. JOHN HENRY D. NAGA
Privacy Commissioner
Head of the Procuring Entity

Digitally
signed by
Ma. Josefina
Eusebio

Conforme:


MS. JOJIE R. VELINA
Sole Proprietor
Mostaco Marketing
68A Lalaine Bennet St., BF Resort Vill.,
Talon II, Las Piñas City
Date: **MAY 21 2024**

**PURCHASE ORDER
NATIONAL PRIVACY COMMISSION
Entity Name**

Supplier : MOSTACO MARKETING	P.O. No. : 2024- <u>06-0024</u>
Address : 68A LALAIN BENNET ST., BF RESORT VILL. TALON II, LAS PINAS CITY	Date : <u>20 JUN 2024</u>
TIN : XXXXXXXXXX	Mode of Procurement : <u>SHOPPING</u>

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : NPC OFFICE	Delivery Term : Delivery shall be completed within 30 calendar days from receipt of Purchase Order.
Date of Delivery : Delivery shall be completed within 30 calendar days from receipt of Purchase Order.	Payment Term : <u>LDDAP-ADA</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	LOT	<p align="center">COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS DBM</p> <p>Specifications: Attached in ANNEX A</p> <p>Warranty</p> <ul style="list-style-type: none"> - Warranties against manufacturing defect, as well as parts and service - Warranty Period: One Year - Warranty shall commence upon issuance of the IAR by the Inspection and Acceptance Committee and end-user <p>Payment:</p> <ul style="list-style-type: none"> * Payment shall be made when the Goods have been delivered in accordance with the signed contract/purchase order and instructions and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee. * The evaluation of the equipment shall include, but not limited to: <ul style="list-style-type: none"> a. Inspection and Acceptance of the product by the End-User, NPC Inspection and Acceptance Committee and Property Officer; and b. Physical checks on the item for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination. 	1	200,046.00	200,046.00


(Total Amount in Words) TWO HUNDRED THOUSAND FORTY-SIX PESOS ONLY


In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

NOTICE TO PROCEED: Notice is hereby given that by conforming to this Purchase Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.

Contact Ms. Joan P. Del Mundo at +632 5322 1322 local 203 or email at asd@privacy.gov.ph for questions/delivery and other concerns.

Conforme: 
MS. JOIE R. VERINA
 Signature over Printed Name of Supplier
6/27/24
 Date

Very truly yours, 
MS. MARIA DELIA S. PRESQUITO
 Signature over Printed Name of Authorized Official
Director IV, FAO

Fund Cluster : 01
 Funds Available : ₱ 200,046.00 *on leave*

JOHANA CARLA T. GOMEZ
as per PCSO No. 017 s. 2023
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit
6/20/2024

ORS/BURS No. : 02-101-2024-06-00351
 Date of the ORS/BURS: JUN 20 2024
 Amount : ₱ 200,046.00

ANNEX A

LIST OF COMMON-USED OFFICE SUPPLIES AND EQUIPMENT	UNIT	QTY	UNIT COST	TOTAL
BATTERY, dry cell, size AA, Two (2) pieces per blister pack	packs	60	26.00	1,560.00
BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	packs	60	32.00	1,920.00
Canon Pixma GI-71 Ink Bottle Black	bottle	8	435.00	3,480.00
Canon Pixma GI-71 Ink Bottle Cyan	bottle	4	435.00	1,740.00
Canon Pixma GI-71 Ink Bottle Magenta	bottle	4	435.00	1,740.00
Canon Pixma GI-71 Ink Bottle Yellow	bottle	4	435.00	1,740.00
CERTIFICATE HOLDER, A4	pieces	75	34.00	2,550.00
CLIP BOARD, black, A4	pieces	25	54.00	1,350.00
CLIP, backfold, 32mm	box	100	26.00	2,600.00
COLORED PAPER A4, 500 sheets per ream, Green	reams	25	425.00	10,625.00
COLORED PAPER A4, 500 sheets per ream, Pink	reams	10	425.00	4,250.00
COLORED PAPER A4, 500 sheets per ream, Orange	reams	10	425.00	4,250.00
DATING AND STAMPING MACHINE, self-inking stamp	pieces	10	318.00	3,180.00
Duct Tape, Silver	rolls	10	64.00	640.00
Epson L121 Ink T664 Black, 65ml	bottle	30	240.00	7,200.00
Epson L121 Ink T664 Cyan, 65ml	bottle	15	240.00	3,600.00
Epson L121 Ink T664 Magenta 65ml	bottle	15	240.00	3,600.00
Epson L121 Ink T664 Yellow, 65ml	bottle	15	240.00	3,600.00
Epson L3250 Ink 003 BK- Black, 65ml	bottle	30	240.00	7,200.00
Epson L3250 Ink 003 C- Cyan, 65ml	bottle	15	240.00	3,600.00
Epson L3250 Ink 003 M- Magenta, 65ml	bottle	15	240.00	3,600.00
Epson L3250 Ink 003 Y- Yellow, 65ml	bottle	15	240.00	3,600.00
FASTENER, PLASTIC, non-sharp edges, 50 sets per box	box	30	29.00	870.00
FLAGLETS (index tab) self-adhesive, 7 colors per pack, 20 sheets per color	packs	150	44.00	6,600.00
GLUE, all-purpose, 200 grams	jar	20	84.00	1,680.00
INK CARTRIDGE for Brother LC3617 (Black)	cart	10	695.00	6,950.00
INK, for stamp pad, 50ml, blue or violet	bottles	25	22.00	550.00
LAMINATING FILM, 250 microns, 12in x 50m	rolls	5	1,008.00	5,040.00
LED FLUORESCENT, 18w (Single Ended)	tube	50	144.00	7,200.00
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 6W	pieces	200	84.00	16,800.00
MARKER, Flourescent, 3 colors per set	set	50	36.00	1,800.00
MARKER, Permanent, Black	pieces	60	12.00	720.00
MARKER, Permanent, Blue	pieces	60	12.00	720.00
MARKER, Whiteboard, Black	pieces	60	15.00	900.00
MARKER, Whiteboard, Blue	pieces	60	15.00	900.00
MARKER, Whiteboard, Red	pieces	36	15.00	540.00
NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	50	16.00	800.00
NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	150	18.00	2,700.00
NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	100	23.00	2,300.00
PAPER CLIP, vinyl/plastic coated, 33mm	box	150	9.00	1,350.00
PAPER, photo paper glossy or matte, A4	packs	25	60.00	1,500.00
PAPER, Short, 80gsm, 8.5x11	reams	40	186.00	7,440.00
PAPER, sticker paper, glossy, A4	packs	50	32.00	1,600.00
PUNCHER, 2 hole, heavy duty	pieces	12	144.00	1,728.00
SIGN PEN, Black, liquid or gel, 0.5mm	pieces	200	15.00	3,000.00
SIGN PEN, Blue, liquid or gel 0.5mm	pieces	500	15.00	7,500.00
STAMP PAD, felt, blue/violet ink	pieces	21	48.00	1,008.00
STAPLE WIRE, standard	box	70	27.00	1,890.00
TAPE, double-sided	rolls	50	18.00	900.00
TAPE, double-sided with foam	rolls	10	45.00	450.00
TAPE, masking, 24mm	rolls	40	27.00	1,080.00
TAPE, transparent, 48mm	rolls	80	14.00	1,120.00
Vellum Board, 220 gsm, 10 sheets/pack, A4	packs	100	33.00	3,300.00
PRINTER, 3N1, COLORED, with Wi-Fi Print, scan, copy Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Wi-Fi & Wi-Fi Direct Seamless setup Borderless printing up to 4R	unit	3	10,495.00	31,485.00
			Total	200,046.00