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**BIDS AND AWARDS COMMITTEE**  
Resolution No. 018-2024, Series of 2024

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**RECOMMENDING THE AWARD OF CONTRACT FOR PROCUREMENT OF TONER  
FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)  
(APP Item No. 2024-0019)**

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**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 NPC- Administrative Services Division (*ASD*) is tasked to support, maintain, and ensure that the operation of National Privacy Commission is functioning as efficiently as possible;

**WHEREAS**, in this regard, the Administrative Services Division proposes the purchase of Toner for Printer Riso Comcolor FW5230 (2 units);

**WHEREAS**, this procurement is for the existing multifunction printers of the Commission. It is widely used by the different offices in producing physical output requested by oversight agencies, production of documents officially requested by NPC clients, as well as paper materials used for the campaigns and projects;

**WHEREAS**, the end-user justified to the BAC the procurement method as direct contracting which is determined to be more advantageous to the Commission pursuant to the general provision in the Certificate of Exclusive Distributor Status;

**WHEREAS**, this procurement has a Certification of Availability of Funds (*CAF*) with APP item No. 2024-0019 with an Approved Budget for Contract of Php220,000.00 chargeable against Other Supplies and Materials Expenses (*GAS-MOOE*), under the General Appropriations Act of 2024 (*RA 11975*);

**WHEREAS**, Copylandia Office Systems Corporation, being the "Exclusive Distributor" for all the RISO Brand in the Philippines.

**WHEREAS**, on 26 March 2024, the National Privacy Commission - Bids and Awards Committee (*NPC-BAC*) proceeded to evaluate the submitted quotations by Copylandia Office Systems Corporation and determined that it passed the technical, legal, and financial requirements mandated under *RA 9184*;


**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 contract for the procurement of Toner for Printer Riso Comcolor FW5230 (2 units) (*APP* item No. 2024-0019) to the **COPYLANDIA OFFICE SYSTEMS CORPORATION**, for being the single calculated and responsive quotation in the total

*The original of this document (containing only the BAC member's signature) is in digital format*  
Ref No.: BAC-24-00218 NPC\_BAC\_RESO-V1.0, R2.0, 04 March 2024

amount of **TWO HUNDRED EIGHT THOUSAND PESOS (PHP 208,000.00)** subject to the presentation of their original documentary requirements upon signing of the Notice of Award (NOA).

**RESOLVED** this 26<sup>TH</sup> day of March 2024, via combination of on-site and videoconference meeting.

**ATTEST:**

  
**MR. JOEL T. PAGTULINGAN**  
*Administrative Officer III*  
*Provisional BAC Member/End-User*

  
**MR. MARLON RUBEN N. FABRICANTE**  
*Chief, ASD*  
*BAC Member*

Digitally signed by  
Fabricante Marlon  
Ruben Natividad

  
**ATTY. RODOLFO S. CABATU, JR.**  
*Chief, EnD*  
*BAC Member*

Digitally signed by  
Cabatu Rodolfo  
Serios Jr



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

Digitally signed  
by Nieva Aubin  
Arn Romero

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

Digitally signed by  
Patula Maria  
Theresita Elnar

**APPROVED:**

  
**ATTY. JOHN HENRY D. NAGA**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: APR 11 2024 





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**NOTICE OF AWARD**

Date Issued: APR 11 2024

**MR. ROMEO A. PECHON JR.**

*AVP for Consumables & Costumer Support*

Copylandia Office Systems Corporation

718 Sgt. Bumatay, Mandaluyong, 1550 Kalakhang Maynila

Dear **MR. PECHON**,

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 018-2024 series of 2024, the contract for **Toner for Printer Riso Comcolor FW5230 (2units)** amounting to **TWO HUNDRED EIGHT THOUSAND PESOS (Php 208,000)** VAT inclusive, is awarded to **COPYLANDIA OFFICE SYSTEMS CORPORATION**, 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 Mercedes Ma  
Josefina Eusebio

Conforme:

**MR. ROMEO A. PECHON JR.**

*AVP for Consumables & Costumer Support*

Copylandia Office Systems Corporation

718 Sgt. Bumatay, Mandaluyong, 1550 Kalakhang Maynila

Date: APR 17 2024



**PURCHASE ORDER  
NATIONAL PRIVACY COMMISSION  
Entity Name**

Supplier : COPYLANDIA OFFICE SYSTEMS CORPORATION	P.O. No. : 2024- <u>05 - 0018</u>
Address : 718 Bumatay Street, Plainview, Mandaluyong City	Date : <u>21 MAY 2024</u>
TIN : _____	Mode of Procurement : <u>Direct Contracting</u>

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

Place of Delivery : <u>NPC OFFICE</u>	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	<b>TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)</b>	1	208,000.00	208,000.00																		
Specifications:																							
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Unit</th> <th style="width:50%;">Item Description</th> <th style="width:40%;">Quantity</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="3"><b>TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)</b></td> </tr> <tr> <td align="center">Cart</td> <td>Black Toner, approximate yield of at least 90,000</td> <td align="center">4</td> </tr> <tr> <td align="center">Cart</td> <td>Cyan Toner, approximate yield of at least 85,000</td> <td align="center">2</td> </tr> <tr> <td align="center">Cart</td> <td>Magenta Toner, approximate yield of at least 110,000</td> <td align="center">2</td> </tr> <tr> <td align="center">Cart</td> <td>Yellow Toner, approximate yield of at least 85,000</td> <td align="center">2</td> </tr> </tbody> </table>						Unit	Item Description	Quantity	<b>TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)</b>			Cart	Black Toner, approximate yield of at least 90,000	4	Cart	Cyan Toner, approximate yield of at least 85,000	2	Cart	Magenta Toner, approximate yield of at least 110,000	2	Cart	Yellow Toner, approximate yield of at least 85,000	2
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<p><b>WARRANTY:</b>                      1. Warranties against manufacturing defects, as well as parts and service.                      The evaluation of the equipment shall include, but not limited to:                      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.                      2. Warranty period/s: One (1) Year                      3. Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user.                      4. Service Warranty: Lifetime free services provided that all repairs, consumables and spare parts must be supplied only by the provider.</p>																							
<p><b>Delivery:</b>                      1. <b>Place of Delivery:</b> NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Ave. Pasay City                      2. Delivery shall be completed within <b>30 calendar days</b> from receipt of Purchase Order</p>																							
<p><b>Payment:</b>                      1. Payment shall be processed upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee                      2. Payment shall be made upon receipt of the Statement of Account/Billing statement/Billing invoice and delivery receipt.</p>																							

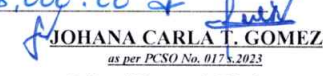
**(Total Amount in Words)** TWO HUNDRED EIGHT THOUSAND PESOS ONLY

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.

Conforms:  <b>MR. ROMEO A. PECHON JR.</b> Signature over Printed Name of Supplier <u>31 MAY 2024</u> Date	Very truly yours,  <b>ATTY. IVIN RONALD D.M. ALZONA</b> Signature over Printed Name of Authorized Official Executive Director, OED
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Fund Cluster : <u>01</u> Funds Available : <u>₱ 208,000.00</u> ✓  <b>JOHANA CARLA T. GOMEZ</b> <i>as per PCSO No. 017 s. 2023</i> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. : <u>02-101-2024 - 05 - 00305</u> Date of the ORS/BURS: <u>MAY 28 2024</u> Amount : <u>₱ 208,000.00</u> ✓
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