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**BIDS AND AWARDS COMMITTEE**  
BAC Resolution No. 070-2023, Series of 2023

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**RECOMMENDING THE AWARD FOR THE PROCUREMENT OF COMMON-USE  
OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE 2023)**

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

**WHEREAS**, in order sustain the daily operations of the NPC and to create a productive working environment, there is a need to procure various common-use office supplies that are not available at the Procurement Service of the Department of Budget and Management (PS-DBM) as evidenced by the Certificate of Non-Availability of Stocks (CNAS) attached herein as Annex "A";

**WHEREAS**, the NPC approved its FY 2023 Annual Procurement Plan (APP) which includes the procurement of Common-Use Supplies Not Available @ PS-DBM (APP-CSE 2023) with APP No. 2023-0069 with an Approved Budget for the Contract of Php 190,000.00;

**WHEREAS**, the listed items in the Technical Specification are commodities necessary in the transaction of the NPC's official businesses, and are used in its day-to-day operations, thus considered as "ordinary or regular office supplies" as defined under Annex "H" of R.A. 9184;

**WHEREAS**, a Request for Quotation (RFQ) was posted at the PhilGEPS and NPC website, and was likewise posted at the NPC Bulletin Board. It was also sent to five (5) suppliers namely: 347 School Office Supplies, Inc., Clockwerk Stationery Trading, Primetek International Non-Specialized Wholesale Trading, Lambert Trading, and Mostaco Marketing;

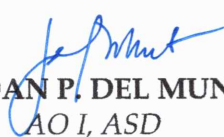
**WHEREAS**, 347 School Office Supplies, Inc., GDP Trading, Lambert Trading, and Mostaco Marketing sent their quotations as requested;


**WHEREAS**, upon due evaluation, Mostaco marketing has been determined to have the lowest calculated and responsive quotation with a bid price of Php 160,100.00;

**NOW, THEREFORE**, for and in consideration of the foregoing, WE, the members of the NPC-BAC, hereby RESOLVE, as it is hereby **RESOLVED**, to recommend the award for the procurement of **COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE 2023)** to **MOSTACO MARKETING** in the total amount of One Hundred Sixty Thousand One Hundred Pesos (Php 160,100.00).


**RESOLVED** this 18<sup>th</sup> day of September 2023, via combination on on-site and videoconference meeting.

**ATTEST:**

  
**MS. JOAN P. DEL MUNDO**  
AO I, ASD  
End-user/Provisional Member

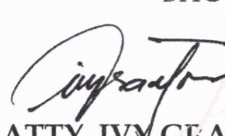
  
**MR. MARLON RUBEN N. FABRICANTE**  
Chief, ASD  
BAC Member

*On Official Business*  
**MR. ERWIN D. ESPENILLA**  
HEA, OPC  
BAC Member

  
**ATTY. MA. JOSEFINA E. MENDOZA**  
Attorney IV, LD  
BAC Member

  
**ATTY. RAINIER ANTHONY M. MILANES**  
Chief, CMD  
BAC Member


Digitally signed by  
Milanes Rainier  
Anthony Mabias

  
**ATTY. IVY GRACE T. VILLASOTO**  
Attorney V, PDD  
BAC Vice Chairperson

Digitally signed  
by Ivy Grace T.  
Villasoto

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

**APPROVED:**

  
**ATTY. JOHN HENRY D. NAGA**  
Privacy Commissioner  
Head of the Procuring Entity  
Date: OCT 12 2023





Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**  
5<sup>th</sup> Floor, Philippine International Convention Center,  
Vicente Sotto Avenue, Pasay City, Metro Manila 1307



## NOTICE OF AWARD

Date Issued: **OCT 02 2023**

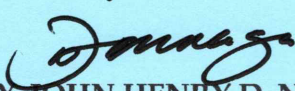



Mostaco Marketing  
68A Lalaine Bennet Street BF Resort Village  
Barangay Talon Dos Las Piñas City

Dear 


Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 070-2023 series of 2023, the contract for **COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE 2023)** amounting to **One Hundred Sixty Thousand and One Hundred Pesos (PhP160,100.00)** VAT inclusive, is awarded to **MOSTACO MARKETING**, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

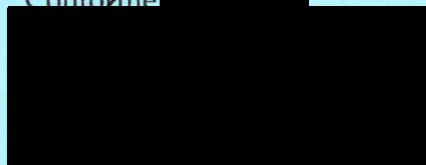
Very truly yours,

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

**OCT 02 2023**

Digitally signed  
by Mostaco Marketing  
Private Corp

Conforme 



Mostaco Marketing  
Date: **OCT 03 2023**



PURCHASE ORDER  
NATIONAL PRIVACY COMMISSION  
Entity Name

Supplier : MOSTACO MARKETING		P.O. No. : 2023- 10 - 0023			
Address : 68A Lalaine Bennet St., BF Resort Village Brgy. Talon Dos, Las Piñas City		Date : 03 OCT 2023			
TIN : [REDACTED]		Mode of Procurement : Shopping			
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 : LDDAP-ADA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE2023)	1	160,100.00	160,100.00
Specifications:					
Unit	Item Description	Quantity	Unit Price	Total Price	
Piece	SIGN PEN, Black, liquid or gel	200	15.00	3,000.00	
Piece	SIGN PEN, Blue, liquid or gel	500	15.00	7,500.00	
Piece	DATA FOLDER	140	101.00	14,140.00	
Pack	FOLDER with tab, legal, 100 pieces per pack	25	552.00	13,825.00	
Piece	MARKER, Permanent, Black	50	13.00	650.00	
Piece	MARKER, Whiteboard, Black	50	17.00	850.00	
Box	PAPER CLIP, vinyl/plastic coated, 33mm	50	10.00	500.00	
Pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	40	16.00	640.00	
Pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	40	25.00	1,000.00	
Pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	40	20.00	800.00	
Ream	Colored Paper, Green, A4, 50gsm	10	401.00	4,010.00	
Ream	Colored Paper, Orange, A4, 50gsm	25	461.00	11,525.00	
Ream	Colored Paper, Pastel Pink, A4, 50gsm	25	461.00	11,525.00	
Unit	Item Description	Quantity	Unit Price	Total Price	
Set	FILE TAB DIVIDER, bristol board, for LEGAL	25	25.00	625.00	
Set	FILE TAB DIVIDER, bristol board, for A4	25	17.00	425.00	
Piece	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	120	26.00	3,120.00	
Piece	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	80	33.00	2,640.00	
Ream	Bond paper, 80 gsm Short (Hard Copy brand)	5	216.00	1,080.00	
Box	FASTENER, metal, non-sharp edges, 50 sets per box	100	46.00	4,600.00	
Box	RUBBER BAND No. 18, 350g	20	156.00	3,120.00	
Box	STAPLE WIRE, standard	100	29.00	2,900.00	
Ream	Paper multicopy, 80gsm, A4, 210mm x 297mm	200	217.00	43,400.00	
Ream	Paper multicopy, 80gsm, Legal, 216mm x 330mm	100	247.00	24,700.00	
Piece	Flaglets	100	26.00	2,600.00	
Roll	Duct Tape	5	65.00	325.00	
				TOTAL AMOUNT: 160,100.00	
WARRANTY (to applicable items) 1. Warranties against manufacturing defects, as well as parts and service 2. Warranty period/s: One (1) year 3. Warranty shall commence upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user EVALUATION of the supplies and materials shall include, but not limited to: 1. Inspection and Acceptance of the product by the end-user, NPC Inspection and Acceptance Committee and Supply Officer, and, 2. Physical checks on the equipment for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination DELIVERY: 1. Delivery shall be completed within 30 calendar days from receipt of Purchase Order 2. Place of Delivery: NPC 5th Floor, PICC, Vicente Sotto Ave., Pasay City PAYMENT: 1. Payment shall be processed upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee. 2. Payment shall be processed upon receipt of the Statement of Account/Sales Invoice/Billing Statement and Delivery Receipt issued by the supplier.					
(Total Amount in Words) ONE HUNDRED SIXTY THOUSAND ONE HUNDRED 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 02-834-2228 local 208 or email at <a href="mailto:joan.delmundo@privacy.gov.ph">joan.delmundo@privacy.gov.ph</a> for questions/delivery and other concerns.					
Conforme: [REDACTED]		Very truly yours, [Signature]			
Signature over Printed Name of Supplier		ATTY. MANUEL C. SATUITO			
10 OCTOBER 2023 Date		Signature over Printed Name of Authorized Official Director IV, FAO			
Fund Cluster : 01		ORS/BURS No. : 02-101-2023-10-00561			
Funds Available : ₱ 160,100.00		Date of the ORS/BURS: 06 OCT 2023			
JOHANA CARLA T. GOMEZ as per PCSO No. 01742023		Amount : ₱ 160,100.00			
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit					