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**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)**

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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 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;

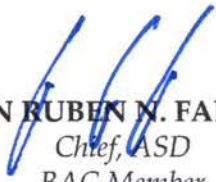
**WHEREAS**, on May 6, 2024, the National Privacy Commission – Bids and Awards Committee (NPC-BAC) evaluated the submitted quotations and found that Mostaco Marketing has the lowest calculated and responsive quotation, with a bid price of Two Hundred Thousand and Forty-Six Pesos (Php200,046.00);

**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 6<sup>th</sup> 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


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

Digitally signed by  
Cabatu Rodolfo Senior  
Jr

*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**





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: **MAY 21 2024**

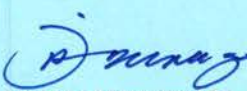


Mostaco Marketing  
68A Lalaine Bennet St., BF Resort Vill.,  
Talon II, Las Piñas City

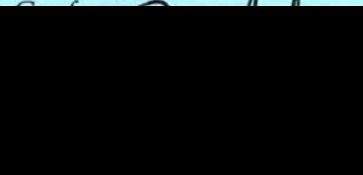
Dear 

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  
Mendoza  
Ma. Josefina  
Eusebio



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- 06 - 0024			
Address : 68A LALAIN BENNET ST., BF RESORT VILL. TALON II, LAS PINAS CITY		Date : 20 JUN 2024			
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 Specifications: Attached in ANNEX A Warranty - 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 Payment: * 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: 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 [REDACTED] at [REDACTED]@privacy.gov.ph for questions/delivery and other concerns.					
Conforme: [REDACTED]		Very truly yours, MS. MARIA DELIA S. PRESQUITO Signature over Printed Name of Authorized Official Director IV, FAO			
Signature [REDACTED] Date 6/20/24		Supplier			
Fund Cluster : 01		ORS/BURS No. : 02-101-2024-06-00351			
Funds Available : ₱ 200,046.00 on leave		Date of the ORS/BURS: JUN 20 2024			
MARILOU C. LEEJAN CHIEF ADMINISTRATIVE OFFICER 6/20/2024		Amount : ₱ 200,046.00			
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit		JOHANA CARLA T. GOMEZ as per PCSO No. 017 s.2023			