



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

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

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 26TH day of March 2024, via combination of on-site and videoconference meeting.

ATTEST:


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


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


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 



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



NOTICE OF AWARD

Date Issued: APR 11 2024




Copylandia Office Systems Corporation
718 Sgt. Bumatay, Mandaluyong, 1550 Kalakhang Maynila

Dear 

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 Mendosa Ma.
Josefine Luvetia

Conforme:



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- 05 - 0018																				
Address :	718 Bumatay Street, Plainview, Mandaluyong City	Date :	21 MAY 2024																				
TIN :		Mode of Procurement :	Direct Contracting																				
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 form 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	TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)	1	208,000.00	208,000.00																		
<div>Specifications:</div> <table><tr><td>Unit</td><td>Item Description</td><td>Quantity</td></tr><tr><td colspan="3">TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)</td></tr><tr><td>Cart</td><td>Black Toner, approximate yield of at least 90,000</td><td>4</td></tr><tr><td>Cart</td><td>Cyan Toner, approximate yield of at least 85,000</td><td>2</td></tr><tr><td>Cart</td><td>Magenta Toner, approximate yield of at least 110,000</td><td>2</td></tr><tr><td>Cart</td><td>Yellow Toner, approximate yield of at least 85,000</td><td>2</td></tr></table> <div>WARRANTY: 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.</div> <div>Delivery: 1. Place of Delivery: NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Ave. Pasay City 2. Delivery shall be completed within 30 calendar days from receipt of Purchase Order</div> <div>Payment: 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.</div>						Unit	Item Description	Quantity	TONER FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)			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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(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.																							
Conforme:		Very truly yours,																					
<div>Signature over Printed Name of Supplier</div> <div>31 MAY 2024</div> <div>Date</div>		<div>ATTY. IVIN RONALD D.M. ALZONA</div> <div>Signature over Printed Name of Authorized Official</div> <div>Executive Director, OED</div>																					
Fund Cluster : 01		ORS/BURS No. : 02-101-2024 - 05-00305																					
Funds Available : ₱208,000.00		Date of the ORS/BURS: MAY 28 2024																					
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit		Amount : ₱208,000.00																					