



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



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**BIDS AND AWARDS COMMITTEE**  
Resolution No. 023-2025, Series of 2025

**RECOMMENDING THE AWARD OF CONTRACT FOR THE PROCUREMENT OF  
CONSUMABLES FOR PRINTER RISO COMCOLOR FW5230 [2 UNITS]  
(APP Item No. 2025-0016)**

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**WHEREAS**, the National Privacy Commission (NPC) 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) is tasked to support the operation of the NPC, not only by ensuring safe and comfortable workplace but likewise the availability of functional equipment;

**WHEREAS**, on 10 February 2021, the NPC procured two (2) units of multifunction and high-volume-printing machines (*Riso ComColor FW5230*) via Competitive Bidding from Copylandia Office Systems Corporation (Copylandia);

**WHEREAS**, the two (2) units of printing machines are currently located/stationed at the Complaints and Investigation Division (CID) and Public Information and Affairs Division (PIAD) and are being utilized for their day-to-day operations including, but not limited to, printing of communications and reports, reproduction of physical outputs requested by oversight agencies and NPC stakeholders, as well as the documents and materials used for advocacy campaigns and activities;

**WHEREAS**, to maintain the functionality and efficiency of the subject machines, the ASD proposes the purchase of Consumables for Printer Riso Comcolor FW5230 [2 units] of the multifunction and high-volume-printers (*Riso ComColor FW5230*) to ensure not only the provision of sufficient consumables but likewise the conduct of preventive maintenance and repairs and avoid possible disruption of the operation and delivery of public service;

**WHEREAS**, the end-user justified to the BAC the procurement method of Alternative Mode through Direct Contracting since the Copylandia is the authorized exclusive distributor of the manufacturer's product in the Philippines and guarantees a lifetime free service warranty. As such, it was determined that directly contracting Copylandia is more advantageous and beneficial to the NPC in a longer term, by way of savings on monthly maintenance cost, if the consumables for the subject printing machines are procured from the same supplier, pursuant to the general provision in the Certificate of Exclusive Distributorship Status;

**WHEREAS**, this procurement has a Certificate of Availability of Funds (CAF) with APP Item No. 2025-0016 with an Approved Budget for Contract of Php 100,000.00 chargeable against

Office Supplies Expenses (GAS-MOOE), under the General Appropriations Act of 2025 (RA 12116);

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

**WHEREAS**, on 18 March 2025, 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 CONSUMABLES FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS) (APP Item No. 2025-0016) to **COPYLANDIA OFFICE SYSTEMS CORPORATION**, for being the single calculated and responsive quotation in the total amount of **ONE HUNDRED THOUSAND PESOS (PHP 100,000.00)** subject to the presentation of their original documentary requirements upon signing the Notice of Award (NOA).


**RESOLVED** this 19 March 2025, via combination of on-site and videoconference meeting.


**ATTEST:**

  
Digitally signed by Del Mundo Joan Perez  
**MS. JOAN P. DEL MUNDO**  
Provisional BAC Member/End-User

  
Digitally signed by Fabricante Marlon Ruben Natividad  
**MR. MARLON RUBEN N. FABRICANTE**  
Division Chief, ASD  
BAC Member

  
Digitally signed by Hernández Annabel Fajardo  
**ATTY. ANNABEL F. HERNANDEZ**  
Attorney III, OED  
BAC Member

  
Digitally signed by Lubangco Marc Russel Ann Pigtain  
**ATTY. MARC RUSSEL ANN P. LUBANGCO**  
Division Chief, CID  
BAC Vice Chairperson

  
Digitally signed by Nieva Aubin Romero  
**ATTY. AUBIN ARN R. NIEVA**  
Director IV, DASCO  
BAC Chairperson

Approved:



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ATTY. JOHN HENRY D. NAGA

*Privacy Commissioner*

*Head of the Procuring Entity*

Date: 21 March 2025







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## NOTICE OF AWARD


Date Issued: 19 March 2025

[REDACTED]  
*Authorized Representative*  
Copylandia Office Systems Corporation  
718 Bumatay Street, Plainview, Mandaluyong City.

Dear [REDACTED]

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 023-2025 series of 2025, the contract for **CONSUMABLES FOR PRINTER RISO COMCOLOR FW5230 (2 UNITS)** amounting to **ONE HUNDRED THOUSAND PESOS (PHP100,000.00)** 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



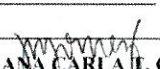
Digitally signed by Atty. John Henry D. Naga

Conforme:

[REDACTED]  
Copylandia Office Systems Corporation  
*Authorized Representative*  
Date: MAR 21 2025

# PURCHASE ORDER NATIONAL PRIVACY COMMISSION

Entity Name

Supplier : COPYLANDIA OFFICE SYSTEMS CORPORATION		P.O. No. : 2025- 04 - 0009			
Address : 718 Bumatay Street, Plainview, Mandaluyong City		Date : 23 APR 2025			
TIN : 002 - 332 - 000 - 000		Mode of Procurement : Direct Contracting			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : National Privacy Commission, 25th - 27th Floors, The Upper Class Tower, Quezon Avenue, Corner Scout Reyes Street, Quezon City 1103		Delivery Term : Delivery shall be completed within 45 - calendar days from receipt of Purchase Order			
Date of Delivery : Delivery shall be completed within 45 calendar days from receipt of Purchase Order		Payment Term : LDDAP-ADA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	LOT	CONSUMABLES FOR PRINTERS RISO COMCOLOR FW5230 (2 UNITS)	1	100,000.00	100,000.00
	piece	Yellow Toner, approx. yield of at least 87,900	2	25,000.00	50,000.00
	piece	Cyan Toner, approx. yield of at least 87,500	1	25,000.00	25,000.00
	piece	Magenta Toner, approx. yield of at least 111,500	1	25,000.00	25,000.00
		<b>Warranty:</b> Within the duration of One (1) year from issuance of the Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user, the supplier shall warrant against manufacturing defects, as well as parts and service.			
		<b>Payment:</b> Payment shall be made when the Goods have been delivered in accordance with the signed Purchase Order (PO) and upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.			
Basis of Award: BAC Resolution No. 023-2025, Series of 2025, and Notice of Award issued on 19 March 2025.					
(Total Amount in Words)		ONE HUNDRED THOUSAND PESOS ONLY			
<p>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.</p> <p><b>NOTICE TO PROCEED:</b> Notice is hereby given that by conforming to this Purchase Order, the Service Provider shall proceed with the delivery of services in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.</p> <p>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.</p>					
Conforme:		Very truly yours,  <b>MARIA DELIA S. PRESQUITO</b> Signature over Printed Name of Authorized Official Director IV, FAO			
Signature over Printed Name of Supplier  <b>April 29, 2025</b> Date					
Fund Cluster : 01 Funds Available : ₱ 100,000.00  <b>JOHANA CARLA T. GOMEZ</b> <small>as per PCSO No. 015, 2025</small> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit		ORS/BURS No. : 02-101-0025-04-00260 Date of the ORS/BURS: 23 APR 2025 Amount : ₱ 100,000.00			