

PURCHASE ORDER

PHILIPPINE CARABAO CENTER

Tel. No. : 044-456-0731 to 32 Fax No. : 044-456-0730 Email : jonalynebit.pcc@gmail.com
 Supplier **COPYLANDIA OFFICE SYSTEMS CORPORATION** P.O. No **2020-10-0381**
 Address G/F Insular Life, Rizal St., Brgy. Matadero, Cabanatuan City, N.e. Date October 16, 2020
 Email Address cabanatuan@copylandia.com Mode of Procurement
 Telephone No. 044) 600-0377 * (044) 464-7497 / +639175568497 Direct Contracting
 TIN

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

Place of Delivery PCC National Headquarters & Gene Pool, Science City of Muñoz, N.E.
 Date of Delivery Delivery Terms: 30 Days
 Payment Terms: 15 days after full delivery

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Developer DV411	1	₱4,500.00	₱4,500.00
2	pc	A1UD-R711-xx	1	₱9,654.00	₱9,654.00
3	pc	Transfer Roll Unit (A1UD-R705-00)	1	₱2,280.00	₱2,280.00
4	pc	Drum DR411	1	₱7,500.00	₱7,500.00
5	pc	Filter (A1UD-1351-00)	1	₱692.00	₱692.00
6	pc	Filter (A1UD-3707-00)	1	₱712.00	₱712.00

** Nothing follows **

**PHILIPPINE CARABAO CENTER
ACCOUNTING SECTION**

**OCT 29 2020
4:34 PM
RECEIVED**

PHILIPPINE CARABAO CENTER
Office of The AUDITOR

RECEIVED
DATE: 11/16/2020
BY: [Signature]

NOTE: Please notify Property Section regarding the schedule of delivery.
 We accept delivery from Mon-Fri 8am to 5pm (Except holidays)
 P.R. No 2020-10-1041 GAA
 PhilGEPS N/A
 BAC Reso 2020-368
 Fund Cluster Regular Agency - GAA (PROPERTY)

(Total Amount in Words) **TWENTY-FIVE THOUSAND THREE HUNDRED THIRTY-EIGHT PESOS ONLY** **PHP 25,338.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme: [Signature] Very Truly yours,
 Signature over Printed Name of Supplier **CLARO N. MINGALA**
 11-11-20 Date Authorized Official

Funds Available: 11/4/2020
CHERRY PEARL T. RIVERA/ JEFFREY LAURENCE E. ANTOLIN
 Accountant
 ORS/BURS No. 02-2020-10-1629
 Amount PHP 25,338.00



NOTICE OF AWARD

OCT 15 2020

MR. RAYMUND G. PEDRAZA
 COPYLANDIA OFFICE SYSTEMS CORPORATION
 G/F Insular Life, Rizal St., Brgy. Matadero,
 Cabanatuan City, Nueva Ecija

Dear Mr. Pedraza,


Please be informed that based on the result of our evaluation of your offer to undertake the **SUPPLY AND DELIVERY OF PARTS OF INER 283 PHOTOCOPIER** with a Total Contract Price amounting to **TWENTY-FIVE THOUSAND THREE HUNDRED THIRTY-EIGHT PESOS ONLY (P 25,338.00)** and as per delivery schedule indicated in your quotation, we are happy to notify you that your offer is acceptable to us and hereby awarded you the project.

Item No.	QTY	Unit	Item Description	Unit Cost	Total Cost	End user
1	1	pc	Developer DV411	P 4,500.00	P 4,500.00	PROPERTY
2	1	pc	A1UD-R711-xx	9,654.00	9,654.00	
3	1	pc	Transfer Roll Unit (A1UD-R705-00)	2,280.00	2,280.00	
4	1	pc	Drum DR411	7,500.00	7,500.00	
5	1	pc	Filter (A1UD-1351-00)	692.00	692.00	
6	1	pc	Filter (A1UD-3707-00)	712.00	712.00	
			TOTAL		P 25,338.00	

In view thereof, kindly signify your conforme by affixing your signature on the space provided below.

Very truly yours,


CLARO N. MINGALA
 OIC, Executive Director

Conforme: 
ANALYN PASCUAL
 (Bidder/Authorized Representative)
 Date: 11 - 11 - 20



“A food-secure Philippines with prosperous farmers and fisherfolk”



NOTICE TO PROCEED

OCT 16 2020

MR. RAYMUND G. PEDRAZA
COPYLANDIA OFFICE SYSTEMS CORPORATION
G/F Insular Life, Rizal St., Brgy. Matadero,
Cabanatuan City, Nueva Ecija

Dear Mr. Pedraza,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to **COPYLANDIA OFFICE SYSTEMS CORPORATION** that work may commence to be completed within the arranged schedule for the **SUPPLY AND DELIVERY OF PARTS OF INER 283 PHOTOCOPIER** effective upon acknowledgement of this notice, subject to such additional time for the completion of the work as may be allowed by the Agency.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below, keep one copy and return the other to the Philippine Carabao Center.

Very truly yours,


CLARO N. MINGALA
OIC, Executive Director

Acknowledged:


RAYMUND G. PEDRAZA
COPYLANDIA OFFICE SYSTEMS CORPORATION
Date: 10-11-20



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Department of Agriculture
PHILIPPINE CARABAO CENTER
CERTIFIED ISO 9001 | ISO 14001 | OHSAS 18001

BAC RESOLUTION NO. 2020-368

RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF PARTS (INEO 283 COPIER)

WHEREAS, on 8 January 2020, Executive Director ARNEL N. DEL BARRIO, as Head of Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) of the agency upon favorable recommendation of the Bids and Awards Committee (BAC);

WHEREAS, included in the APP is the **SUPPLY AND DELIVERY OF PARTS (INEO 283 COPIER)** to be undertaken through Direct Contracting (Section 50) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the GAA Fund;

WHEREAS, the **SUPPLY AND DELIVERY OF PARTS (INEO 283 COPIER)** was identified to be procured thru Direct Contracting whereby the supplier is simply asked to submit price quotation together with the conditions of sale and the said procurement of goods were critical components from a specific supplier and has a condition to hold a contractor/supplier to guarantee its performance;

WHEREAS, PCC offices/operating units has existing copiers (Ineo brand which requires specific developer toner/parts);

WHEREAS, considering all other factors of procurement and with due consideration with the needs of the operating unit in the performance of their commitments and targets, the adoption of the alternative methods of procurement is more advantageous to the government;

WHEREAS, the **SUPPLY AND DELIVERY OF PARTS (INEO 283-COPIER)** has the following Approved Budget for the Contract (ABC) as follows:

Item No.	Item Description	ABC per Line Item/Lot (P)
1	SUPPLY AND DELIVERY OF PARTS-(INEO 283 COPIER) as per attached list	P 15,338.00

WHEREAS, on 5 October 2020, the BAC thru its Secretariat/Procurement Office, initiated the procurement activity by sending/posting Request for Quotation (RFQs) to COPYLANDIA OFFICE SYSTEMS CORPORATION;

WHEREAS, COPYLANDIA OFFICE SYSTEMS CORPORATION submitted their respective quotation/proposal;

WHEREAS, the Technical Working Group (TWG) determined that based on the financial proposal submitted by the supplier, **COPYLANDIA OFFICE SYSTEMS CORPORATION** has submitted the single calculated quotation for the SUPPLY AND DELIVERY OF PARTS (INEO 283 COPIER) as per attached list;

WHEREAS, upon review and evaluation of the compliance with the technical requirements of the end-user/project, the TWG recommended to declare **COPYLANDIA OFFICE SYSTEMS CORPORATION** as the single calculated and responsive quotation;

WHEREAS, the report containing the results of the TWG evaluation is attached hereto as Annex "A", and made integral parts hereof;

WHEREAS, after review of the findings, the TWG recommended to declare **COPYLANDIA OFFICE SYSTEMS CORPORATION** as the single calculated and responsive quotation;

[Handwritten signature]
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NOW, THEREFORE, WE, the Members of the BIDS AND AWARDS COMMITTEE after duly considering the recommendations of the TWG, hereby resolve to recommend to the Head of the Procuring Entity for his considerations and approval of the contract to **COPYLANDIA OFFICE SYSTEMS CORPORATION** for the **SUPPLY AND DELIVERY OF PARTS (INEO 283 COPIER)** as per attached list in the amount of **Twenty Five Thousand Three Hundred Thirty Eight Pesos (P 25,338.00)**.

This resolution shall take effect immediately.

APPROVED this 15th day of October, 2020 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Muñoz, Nueva Ecija.

BIDS AND AWARDS COMMITTEE


ERIC P. PALACPAC
Chairperson


PEREGRINO G. DURAN
Vice Chairperson



JEFFREY JEROME M. BALAOING
Member

AIMEE T. FULGENCIO
Member


LERMAK C. OCAMPO
Member

Attested by:

MOEMI V. BALAIS
Head, BAC Secretariat

Approved by:

CLARO N. MINGALA
OIC, Executive Director