

**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** **2021-01-0023**
Address G/F Insular Bldg., Rizal St., Matadero, Cabanatuan City, Nueva Ecija **Date** January 15, 2021
Email Address cabanatuan@copylandia.com / m_santos@copylandia.com.ph **Mode of Procurement**
Telephone No. 464-7497 **TIN** Direct Contracting

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	unit	Roller (A00J-5636-00)	8	₱601.00	₱4,808.00
2	unit	Roller (A5C1-5622-00)	4	₱731.00	₱2,924.00
3	unit	Clutch (A02E-5611-00)	2	₱712.00	₱1,424.00
4	unit	Develop Torque Limiter (A0ED-5639-00)	2	₱696.00	₱1,392.00
5	unit	Clutch (A00F-M200-00)	4	₱906.00	₱3,624.00
6	unit	Clutch (A1UD-M201-00)	2	₱966.00	₱1,932.00
7	unit	Manual bypass tray feed roller (A00F-6232-00)	1	₱713.00	₱713.00
8	unit	Minolta Separation Roller (4034-0151-01)	1	₱1,366.00	₱1,366.00
9	unit	Roller (A143-PP52-00)	2	₱718.00	₱1,436.00
10	unit	Roller (A143-5631-00)	1	₱794.00	₱794.00
11	unit	Separation Roller (A143-PP01-00)	1	₱995.00	₱995.00

** Nothing follows **
PHILIPPINE CARABAO CENTER
 Office of The AUDITOR
RECEIVED
 02/19/2021
 DATE
 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 2021-01-0024 GAA
 PhilGEPS N/A
 BAC Reso 2021-22
 Fund Cluster Regular Agency - GAA (Property)

PCC Accounting Unit
FEB 09 2021
 RECEIVED

(Total Amount in Words) **TWENTY-ONE THOUSAND FOUR HUNDRED EIGHT PESOS ONLY** **PHP 21,408.00**

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 over Printed Name of Supplier
 ANA [Signature]
 Date 2-18-21

Very Truly yours,

[Signature]
CLARO N. MINGALA
 Authorized Official

Funds Available:

CHERRY PEARL C. RIVERA/ JEFFREY LAURENCE E. ANTOLIN
 Accountant

ORS/BURS No. 02-2020-01-0176
 Amount PHP 21,408.00

Form No: PCC-PRQF-02

Revision No: 02

Effectivity Date: January 1, 2019



NOTICE OF AWARD

JAN 15 2021

MS. ANALYN PASCUAL
 COPYLANDIA OFFICE SYSTEMS CORPORATION
 G/F Insular Bldg., Rizal St., Matadero,
 Cabanatuan City, Nueva Ecija

Dear Mr. Pascual,

Please be informed that based on the result of our evaluation of your offer to undertake the **SUPPLY AND DELIVERY OF PARTS OF KONIKA MINOLTA DEVELOP INEO COPIER** with a Total Contract Price amounting to **TWENTY-ONE THOUSAND FOUR HUNDRED EIGHT PESOS ONLY (P 21,408.00)** 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	8	unit	Roller (A00J-5636-00)	P 601.00	P 4,808.00	PROP
2	4	unit	Roller (A5C1-5622-00)	731.00	2,924.00	
3	2	unit	Clutch (A02E-5611-00)	712.00	1,424.00	
4	2	unit	Develop Torque Limiter (A0ED-5639-00)	696.00	1,392.00	
5	4	unit	Clutch (A00F-M200-00)	906.00	3,624.00	
6	2	unit	Clutch (A1UD-M201-00)	966.00	1,932.00	
7	1	unit	Manual bypass tray feed roller (A00F-6232-00)	713.00	713.00	
8	1	unit	Minolta Separation Roller (4034-0151-01)	1,366.00	1,366.00	
9	2	unit	Roller (A143-PP52-00)	718.00	1,436.00	
10	1	unit	Roller (A143-5631-00)	794.00	794.00	
11	1	unit	Separation Roller (A143-PP01-00)	995.00	995.00	
			TOTAL		P 21,408.00	

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





"A food-secure Philippines with prosperous farmers and fisherfolk"



Department of Agriculture
PHILIPPINE CARABAO CENTER
CERTIFIED, ISO 9001:2008 / 14001:2004 / 17025:2005

Conforme: *Antonio Pascual*
(Bidder/Authorized Representative)
Date: 2-18-21

AM



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NOTICE TO PROCEED

JAN 15 2021

MS. ANALYN PASCUAL
COPYLANDIA OFFICE SYSTEMS CORPORATION
G/F Insular Bldg., Rizal St., Matadero,
Cabanatuan City, Nueva Ecija

Dear **Mr. Pascual**,

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 KONIKA MINOLTA DEVELOP INEO COPIER** effective upon acknowledgement of this notice, subject to such additional time for the completion of the work as may be allowed by the Agency.

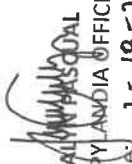
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the implementation schedule.

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:


ANALYN PASCUAL
COPYLANDIA OFFICE SYSTEMS CORPORATION
Date: 2-18-21



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RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF PARTS FOR COPIER (KONICA MINOLTA DEVELOP INEO COPIER)

WHEREAS, on 8 January 2021, OIC Executive Director CLARO N. MINGALA, 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 FOR COPIER (KONICA MINOLTA DEVELOP INEO 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 FOR COPIER (KONICA MINOLTA DEVELOP INEO 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/drum/roller);

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 FOR COPIER (KONICA MINOLTA DEVELOP INEO 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 FOR COPIER (KONICA MINOLTA DEVELOP INEO COPIER)	P 21,408.00

WHEREAS, on 13 January 2021, 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 FOR COPIER (KONICA MINOLTA DEVELOP INEO COPIER)**;

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;

[Signature]
[Signature]
[Signature]
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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 BAC resolved to consider the recommendation of the TWG;

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 FOR COPIER (KONICA MINOLTA DEVELOP INFO COPIER)** in the amount of **Twenty-One Thousand Four Hundred Eight Pesos (P 21,408.00)**.


This resolution shall take effect immediately.

APPROVED this 15th day of January, 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.

BIDS AND AWARDS COMMITTEE



LERNA C. DCAMPO
Vice Chairperson

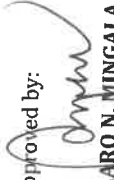

ERIC P. PAVACPAC
Chairperson


AIMEE T. FULGENCIO
Member


JEFFREY JEROME M. BALAOING
Member


ESTER B. FLORES
Member

Attested by:

NOEMI V. BALAIS
Head, BAC Secretariat

Approved by:

CLARO N. MINGALA
OIC, Executive Director