

PURCHASE ORDER

PHILIPPINE CARABAO CENTER

Tel. No.: 044-456-0731 to 32 Fax No.: 044-456-0730 Email: jonlycredit.pcc@gmail.com

Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION P.O. No: 2021-04-0263  
Address: G/F Incubate Bldg., Rizal St., Matadero, Cabanatuan City, Nueva Ecija Date: April 23, 2021  
Email Address: cabanatuan@copylandia.com / m\_santos@copylandia.com.ph Mode of Procurement:  
Telephone No.: 464-7497 Small Value Procurement  
TIN: \_\_\_\_\_

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

Place of Delivery: MCC Regional Headquarters & Center Pool, Science City of Makina, 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	Drum DMS12 <i>(Refer to attached Specifications) ** Nothing follows **</i>	1	P9,500.00	P9,500.00

NOTE:  
Please notify Property Section regarding the schedule of delivery.  
We accept delivery from Monday to Sun (Except holidays)  
2021-04-04 to 04-30  
P. O. No. PH06295  
MAC No. 201-271  
Tender Number: 2021-04-0263-01 (H040)

PHILIPPINE CARABAO CENTER  
PROCUREMENT SECTION  
**RECEIVED**  
APR 29 2021

(Total Amount in Words) NINE THOUSAND FIVE HUNDRED PESOS ONLY

In order to ensure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) PHILIPPINE CARABAO CENTER Office of The Auditor

of one (1) percent for every day of delay shall be imposed.

Confirma: \_\_\_\_\_  
Signatures over Printed Name of Supplier  
Date: SEP 23 2021

Very Truly yours,  
RONNIE D. DOMINGO  
Authorized Official

Paid to Available:  
CHERRY PEARL CORTA, JEFFREY LAURENCE LANTONAN  
Accountant (P)

ONS/INRS No. \_\_\_\_\_  
Amount: P9,500.00

Form No: MCC-PROF-02 Revision No: 02 Effectivity Date: January 1, 2015

**RECEIVED**  
DATE: APR 23 2021  
BY: \_\_\_\_\_



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ORGANIC FOODS AND FEEDS

**NOTICE OF AWARD**

APR 20 2021

MR. RAYMUND PEDRAZA  
 COPYLANDIA OFFICE SYSTEMS CORPORATION  
 G/F Insular Life Bldg., Rizal St., Matadero, Cagayan City

Dear Mr. Pedraza,

Please be informed that based on the result of our evaluation of your offer to undertake the SUPPLY AND DELIVERY OF INEO 367 DRUM UNIT with a Total Contract Price amounting to NINE THOUSAND FIVE HUNDRED PESOS ONLY (P 9,500.00) 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	Drum DR312	P 9,500.00	P 9,500.00	ACCTG
			TOTAL		P 9,500.00	

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

Very truly yours,

*Ronnie D. Domingo*  
**RONNIE D. DOMINGO**  
 OIC, Executive Director

Conforme:

\_\_\_\_\_  
 (Bidder/Authorized Representative)

Date: SEP 28 2021



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



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED ACCREDITED INSTITUTION 1984

**NOTICE TO PROCEED**

APR 21 2021

MR. RAYMUND PEDRAZA  
 COPYLANDIA OFFICE SYSTEMS CORPORATION  
 G/F- Insular Life Bldg., Rizal St., Matadero, Cabanatuan City

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 INEO 36Z DRUM UNIT** 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,

*Ronnie D. Domingo*  
**RONNIE D. DOMINGO**  
 OIC/ Executive Director

Acknowledged:

RAYMUND PEDRAZA  
 COPYLANDIA OFFICE SYSTEMS CORPORATION  
 Date: SEP 29 2021



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



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

**BAC RESOLUTION NO. 2021-271**

**RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF DRUM UNIT (1 PIECES) FOR 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 DRUM UNIT (1 PIECES) FOR 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 DRUM UNIT (1 PIECES) FOR 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 DRUM UNIT (1 PIECES) FOR 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 DRUM UNIT (1 PIECES) FOR KONICA MINOLTA DEVELOP INEO COPIER	P 9,500.00

**WHEREAS**, on 19 April 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 DRUM UNIT (1 PIECES) FOR 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;

*A. Jay C. M.*  
*# JWM*  
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*with prosperous farmers and fisherfolk*



**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 DRUM UNIT (1 PIECES) FOR KONICA MINOLTA DEVELOP INFO COPIER** in the amount of **Nine Thousand Five Hundred Pesos (P 9,500.00)**.

This resolution shall take effect immediately.

**APPROVED** this 20th day of April 2021 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.

**BIDS AND AWARDS COMMITTEE**


  
**ERIC P. PALACPAC**  
Chairperson


  
**LERMIA C. OCAMPO**  
Vice Chairperson

  
**JEFFREY JEROME M. BALAOING**  
Member

  
**AIMEE T. FULGENCIO**  
Member

  
**ESTER B. FLORES**  
Member

Attested by:   
**NOEMI V. BALANIS**  
Head, BAC Secretariat

Approved by:   
**RONNIE D. DOMINGO**  
OIC, Executive Director