

**PURCHASE ORDER**

**PHILIPPINE CARABAO CENTER**

Tel. No. : 044-456-0731 to 32 Fax No. : 044-456-0730 Email : pccproc2022@gmail.com

Supplier **COPYLANDIA OFFICE SYSTEMS INC** P.O. No **2022-01-0040**  
 Address G/F RCBCI Bldg. Stall 110-112 Paco Roman St. Supermarket, Cabanatuan City Date January 11, 2022  
 Email Address cabanatuan@copylandia.com Mode of Procurement  
 Telephone No. 09175568497 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: 15 days  
 Payment Terms: 15 working days upon acceptance

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Drum DR312 (A7Y01RH)	1	₱9,500.00	₱9,500.00
2	pc	image Transfer Roller Kit 9 (A7AH-R729-00)	1	₱6,140.00	₱6,140.00
3	pc	Toner Filter (A7AH-R726-00)	1	₱2,120.00	₱2,120.00
4	pc	Ozone Filter (A7AH-R703-00) ** Nothing follows **	1	₱2,303.00	₱2,303.00

PHILIPPINE CARABAO CENTER  
 PROCUREMENT SECTION  
**RECEIVED**  
 MAR 1 2022

PHILIPPINE CARABAO CENTER  
 Office of The Auditor  
**RECEIVED**  
 03 03 / 2022  
 DATE  
 BY: \_\_\_\_\_

NOTE:  
 Please notify Property Section regarding the schedule of delivery.  
 We accept delivery from Mon-Fri 8am to 5pm (Except holidays)  
 2021- 01- 0039 GAA  
 n/a  
 2022- 10  
 Regular Agency - GAA PROC

(Total Amount in Words) **TWENTY THOUSAND SIXTY THREE PESOS** PHP 20,063.00

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.

Conformer: Cherry Pearl Rivera  
 Signature over Printed Name of Supplier  
 Date

Very Truly yours,  
Ronnie D. Domingo  
 Authorized Official

Funds Available: **CHERRY PEARL RIVERA** ORS/BURS No. **02-2022-01-0193**  
 Accountant **g** Amount PHP 20,063.00

Form No: PCC-PRQF-02 Revision No: 02 Effectivity Date: January 1, 2019



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
 CERTIFIED ISO 9001:2015 / ISO 14001:2015 / ISO 18001

**NOTICE OF AWARD**

DATE: **JANUARY 11, 2021**

**RAYMUND G. PEDRAZA**  
 COPYLANDIA OFFICE SYSTEMS, INC.  
 G/F RCBC Bldg. Stall 110-112 Paco Roman St.  
 Supermarket, Cabanatuan City  
 09175568497 | cabanatuan@copylandia.com

Dear **Mr. Pedaraza**,

Please be informed that based on the results of our evaluation of your offer to undertake the **PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367** with a Total Contract Price amounting to **TWENTY THOUSAND SIXTY THREE PESOS (P 20,063.00)** 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 (A7Y01RH)	P 9,500.00	P 9,500.00	PROC
2	1	pc	Image Transfer Roller Kit-9 (A7AH-R729-00)	6,140.00	6,140.00	PROC
3	1	pc	Toner Filter (A7AH-R726-00)	2,120.00	2,120.00	PROC
4	1	pc	Ozone Filter (A7AH-R703-00)	2,303.00	2,303.00	PROC
<b>TOTAL</b>					<b>P 20,063.00</b>	

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

Very truly yours,

**RONNIE D. DOMINGO**  
 Office Executive Director

Conforme:  
  
 (Authorized Representative)  
 Date:

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





Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
 (CERTE: BULISO 2001 1169 146811 05876 1000)

**NOTICE TO PROCEED**

**DATE: JANUARY 11, 2022**

**RAYMUND G. PEDRAZA**  
 COPYLANDIA OFFICE SYSTEMS, INC.  
 G/F RCBCI Bldg. Stall 110-112 Paco Roman St.  
 Supermarket, Cabanatuan City  
 09175568497 | cabanatuan@copylandia.com

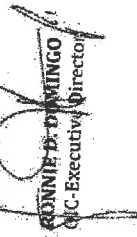
Dear Mr. Pedaraza,

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to **COPYLANDIA OFFICE SYSTEMS, INC.** that work may commence for the **PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367** 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**  
 C/C-Executive Director

Acknowledged:

  
 (Authorized Representative)  
 Date: \_\_\_\_\_



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



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
 CERTIFIED ISO 9001 | ISO 14001 | ISO 45001

BAC RESOLUTION NO. 2022-10

**RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367**

**WHEREAS**, the OIC Executive Director RONNIE D. DOMINGO, as Head of Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) FY 2022 of the agency upon favorable recommendation of the Bids and Awards Committee (BAC);

**WHEREAS**, included in the APP is the **SUPPLY, DELIVERY AND INSTALLATION OF PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367** to be undertaken through Section 50 (Direct Contracting) of the Revised Implementing Rules and Regulations of Republic Act No. 9184 under the GAA Fund;

**WHEREAS**, the **SUPPLY, DELIVERY AND INSTALLATION OF PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367** 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**, considering all other factors of procurement and with due consideration of the needs of the operating unit in the performance of their commitments and targets, the adoption of the alternative methods of procurement is advantageous to the government;

**WHEREAS**, the item requested was identified to be procured thru Direct Contracting based on the document/justification submitted by the end-user that:

- a) PCC has existing Konica Develop Ineo brand copiers which require specific parts/toners; and
- b) COPYLANDIA OFFICE SYSTEMS CORPORATION is the exclusive distributor of Konica Develop Ineo products in the Philippines.

**WHEREAS**, the **SUPPLY, DELIVERY AND INSTALLATION OF PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367** has the following Approved Budget for the Contract (ABC) as follows:

Item No.	Item Description	ABC per Line Item/Lot (P)
1	SUPPLY, DELIVERY AND INSTALLATION OF PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367 (as per attached list)	P 20,063.00

**WHEREAS**, on 10 January 2022, 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;

*A food-secure and resilient Philippines*

*with empowered and prosperous farmers and fisherfolk*



**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, DELIVERY AND INSTALLATION OF PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367;

**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 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, DELIVERY AND INSTALLATION OF PARTS FOR THE PREVENTIVE MAINTENANCE AND REPAIR OF KONICA DEVELOP INEO 367** (as per attached list) in the amount of **Twenty Thousand Sixty-Three Pesos (P 20,063.00)**.

This resolution shall take effect immediately.


**APPROVED** this 11th day of January, 2022 at Philippine Carabao Center, National Headquarters and Gene Pool, Science City of Munoz, Nueva Ecija.


**BIDS AND AWARDS COMMITTEE**

  
**LERMARIO D. CAMPO**  
Vice Chairperson

  
**JEFFREY JEROME M. BALAOING**  
Member

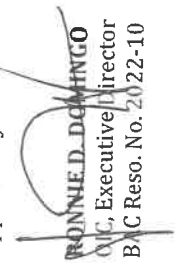
  
**ERIC D. PALACPAC**  
Chairperson

  
**AIMEE T. FULGENCIO**  
Member

  
**ESTER B. FLORES**  
Member

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

Approved by:

  
**RONNIE D. DOMINGO**  
VIC. Executive Director  
BAC Reso. No. 2022-10