



Republic of the Philippines  
Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**  
BAC Resolution No. 040-2021, Series of 2021

**RECOMMENDING THE AWARD OF CONTRACT FOR THE PROCUREMENT OF  
OTHER SUPPLIES & MATERIALS - TONER CARTRIDGE & DRUM FOR  
FUJI XEROX 3065**

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**WHEREAS**, the National Privacy Commission (NPC) is the agency mandated to enforce data privacy protection;

**WHEREAS**, NPC is mandated to administer and implement the provisions of the Data Privacy Act of 2012 (DPA) and to monitor and ensure compliance of the country with international standards set for data protection;

**WHEREAS**, in order to effectively pursue its mandate, the management identified the need to procure three (3) units of Toner Cartridge and one (1) unit of Drum Cartridge for use in its day-to-day operations;

**WHEREAS**, this procurement has a Certificate of Availability of Funds (CAF) and has been confirmed to be existing in the FY 2020 Continuing Appropriations as authorized by Republic Act No. 11520, programmed under the NPC FY 2020 APP - Continuing with Item No. 2020-0173 and with Approved Budget for the Contract (ABC) amounting to Php38,750.00;

**WHEREAS**, Section 50(c) of R.A. 9184 allows Direct Contracting for items which are sold by a provider who does not have any sub-dealer selling the product at a lower price and for which no suitable substitute can be obtained at more advantageous terms to the Government;

**WHEREAS**, market research showed that **Otus Copy Systems, Inc.** is the Channel partner in the Philippines for the Government Sector of FUJI XEROX Philippines Inc. They are allowed to sell, market, distribute, perform the warranty, maintenance and service on FUJI XEROX brand of photocopiers, printers, scanners, multifunctional devices and other products of Fuji Xerox and has been issued a Certification for Sole/Exclusive Distributorship by said Fuji Xerox, a copy of which is attached as Annex "A";

**WHEREAS**, a Request for Quotation (RFQ) was posted in the PhilGEPS and NPC websites, as well as on the NPC bulletin board on 5 April 2021 and was sent to Otus Copy Systems, Inc. on the same date;

**WHEREAS**, on 7 April 2021, Otus Copy Systems, Inc. sent its quotation in the total amount of Thirty-Seven Thousand, Two Hundred and 0/100 Pesos (Php37,200.00), which is well within the ABC for the contract;

**WHEREAS**, on 16 April 2021, the National Privacy Commission-Bids and Awards Committee (NPC-BAC) proceeded to evaluate the submitted quotation by Otus Copy Systems, Inc. and determined that it passed all the technical, legal, and financial requirements mandated under R.A. No. 9184;

**NOW, THEREFORE**, for and in consideration of the foregoing, WE, the members of the NPC-BAC, hereby RESOLVE, as it is hereby RESOLVED, to recommend the award for the procurement of Other Supplies & Materials - Toner Cartridge & Drum for Fuji Xerox 3065 to **OTUS COPY SYSTEMS, INC.** in the amount of **Thirty-Seven Thousand, Two Hundred and 0/100 Pesos (Php37,200.00)**.

**RESOLVED** this 16th day of April 2021 via videoconference meeting.

**ATTEST:**

**Sgd.**  
**ERWIN D. ESPENILLA**  
*Executive Assistant IV, OPC*  
*BAC Member*

**SGD.**  
**ATTY. AURELLE DOMINIC E. NARAG**  
*Executive Assistant IV, OPC*  
*BAC Member*

**Ragsag Jonathan Rudolph Yandan**  
Digitally signed by Ragsag Jonathan Rudolph Yandan  
Date: 2021.04.27 18:29:10 +08'00'  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
*BAC Member*

**Mendoza Ma Josefina Eusebio**  
Digitally signed by Mendoza Ma Josefina Eusebio  
Date: 2021.04.26 16:01:36 +08'00'  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*Attorney IV, Legal Division*  
*BAC Member*

  
Digitally signed by Villasoto Ivy Grace Torres  
Date: 2021.04.26 22:13:19 +08'00'


**ATTY. IVY GRACE T. VILLASOTO**  
*OIC-Director, PPO*  
*BAC Vice Chairperson*

**Patula Maria Theresita Elnar**  
Digitally signed by Patula Maria Theresita Elnar  
Date: 2021.04.27 10:09:17 +08'00'  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
*BAC Chairperson*

**Approved:**

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**RAYMUND ENRIQUEZ LIBORO**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: 29 APR 2021



Republic of the Philippines  
Department of Information and Communications Technology  
**NATIONAL PRIVACY COMMISSION**  
**BIDS AND AWARDS COMMITTEE**

## NOTICE OF AWARD

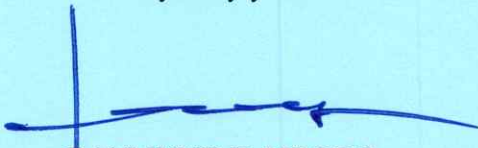
29 APR 2021

**Mr. Erwin C. Manarpiis**  
*Authorized Representative*  
Otus Copy Systems, Inc.  
10<sup>th</sup> Floor MG Tower, 75 Shaw Blvd.,  
Mandaluyong City, Metro Manila

Dear **Mr. Manarpiis**:

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 040-2021 series of 2021, the contract for the procurement of Other Supplies and Materials - Toner Cartridge and Drum for Fuji Xerox 3065 amounting to **THIRTY-SEVEN THOUSAND TWO HUNDRED AND 0/100 (Php37,200.00)**, VAT inclusive, is awarded to Otus Copy Systems, Inc., consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

  
**RAYMUND E. LIBORO**  
Privacy Commissioner  
Head of the Procuring Entity  
29 APR 2021

Anna Bayalines R. Pazon  
Attorney at Law  
Practicing Jurist  
Digitally signed by member:  
DN: cn=Anna Bayalines R. Pazon,  
o=National Privacy Commission,  
ou=Legal Services, email=anna.pazon@npc.gov.ph,  
c=PH

Conforme:

**Mr. Manarpiis**  
*Authorized Representative*  
Otus Copy Systems Inc.

Date: \_\_\_\_\_

Reference No.: 040-2021

NPC\_BAC\_NOA-V1.0, R0.0, 05 April 2021



Republic of the Philippines

**NATIONAL PRIVACY COMMISSION**

5th Floor, Ang Kiukok Hall, PICC Delegation Bldg., PICC Complex, Roxas Blvd., Pasay City

**PURCHASE ORDER**

Supplier <b>OTUS COPY SYSTEMS, INC.</b>	P.O. No.: <b>2021-05-0009</b>
Address <b>10F MG Tower 75 Shaw Blvd., Brgy. Daang-Bakal, Mandaluyong City 1552</b>	Date : <b>May 25, 2021</b>
Tel. No. <b>8361-9454</b>	Procurement : <b>Direct Contracting</b>
TIN :	

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

Place of Delivery: <b>National Privacy Commission 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307</b>	Payment Term: <b>LDDAP-ADA</b>
Date of Delivery :	Delivery Term: <b>15 Working days from receipt of Purchase Order</b>

Qty.	Unit	Description	Stock No.	Unit Cost	Amount
<b>Other Supplies and Materials - Toner Cartridge and Drum for Fuji Xerox 3065</b>					
3	Cartridge	Toner Cartridge for Fuji Xerox 3065		8,250.00	24,750.00
1	Cartridge	Drum Cartridge for Fuji Xerox 3065		12,450.00	12,450.00
****Nothing Follows***					

Thirty-seven Thousand Two Hundred and 0/100 pesos only

Php **37,200.00**

**NOTICE TO PROCEED: Notice is hereby given that by conforming to this Work Order, the Service Provider/Supplier shall proceed with the delivery of the items in accordance with the terms and conditions specified herein to commence from the date of conformance hereunder indicated.**

Contact Mr. Joel Pagtulingan Jr. at (02)8234-2228 local 119 or email at asd@privacy.gov.ph for questions/delivery and other concerns.

Conforme:

Very truly yours,

**JENNIFER L. GALAYAO**

(Signature over Printed Name of Supplier)

**6/14/2021**  
(Date)

**SUSANA O. ABADA**

Signature over Printed Name of Authorized Official

OIC-Division Chief, FPMD

Designation

Fund Cluster: **01**  
Funds Available: **P 37,200.00**

ORS/BURS No.: **02-101-2021-06-0051(20)**  
Date: **09 JUNE 2021**  
Amount : **P 37,200.00**

**TEODULO C. LORENZO**

Signature over Printer Name of Chief Accountant/Head of Accounting Division/Unit

Ref No.: **100M/10-21-00321**

NPC\_FAO\_ASD\_PO-V1.0,R0.0,05 May 2021