



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**  
BAC Resolution No. 106-2021, Series of 2021

**RECOMMENDING THE AWARD OF CONTRACT FOR THE PROCUREMENT OF  
TONER AND DRUM CARTRIDGE 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**, so as not to disrupt the operation and services of the FPMD to whom the exclusive use of the Fuji brand Xerox machine was assigned, the FPMD saw the need to procure toner and drum cartridge;

**WHEREAS**, this procurement has a Certificate of Availability of Funds (CAF) and has been confirmed to be existing in the FY 2021 Appropriations (RA 11518), programmed under the NPC FY 2021 APP Item No. 2021-0161 and with Approved Budget for the Contract (ABC) amounting to Php38,900.00;

**WHEREAS**, Section 50(c) of R.A. 9184 allows Direct Contracting for items, which are sold by an exclusive dealer or manufacturer which 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 of Distributorship and a Manufacturer's Certificate by Fuji Xerox Philippines Inc., a copy of which is attached as Annex "A" and "B", respectively;

**WHEREAS**, on 05 April 2021, a Request for Quotation (RFQ) was sent to Otus Copy Systems, Inc.;

**WHEREAS**, on 19 October 2021, Otus Copy Systems, Inc. sent its quotation in the total amount of Thirty-Eight Thousand Seven Hundred Fifty and 0/100 Pesos (Php38,750.00), which is well within the ABC for the contract;

**WHEREAS**, on 29 October 2021, the National Privacy Commission-Bids and Awards Committee (NPC-BAC) proceeded to evaluate the submitted quotation by Otus Copy

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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 Toner and Drum Cartridge for Fuji Xerox 3065 to **OTUS COPY SYSTEMS, INC.** in the amount of **Thirty-Eight Thousand Seven Hundred Fifty and 0/100 Pesos (Php38,750.00)**.

**RESOLVED** this 29th day of October 2021 via videoconference meeting.

**ATTEST:**

  
Digitally signed by Espenilla Erwin Dejuocos  
Date: 2021.11.06 01:00:21 +08'00'  
**ERWIN D. ESPENILLA**  
*Executive Assistant IV, OPC*  
*BAC Member*

  
Digitally signed by Narag Aurelle Dominic Espita  
Date: 2021.11.08 09:02:00 +08'00'  
**ATTY. AURELLE DOMINIC E. NARAG**  
*Executive Assistant IV, OPC*  
*BAC Member*


  
Digitally signed by Ragsag Jonathan Rudolph Yandan  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
*BAC Member*

  
Digitally signed by Mendoza Ma Josefina Eusebio  
Date: 2021.11.08 08:43:39 +08'00'  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*Attorney IV, Legal Division*  
*BAC Member*

  
Digitally signed by Villasoto Ivy Grace Torres  
Date: 2021.11.05 18:03:04 +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: 2021.11.05 15:55:36 +08'00'  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
*BAC Chairperson*

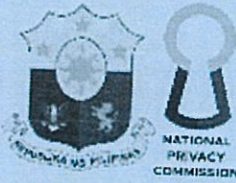
**Approved:**

  
**RAYMUND ENRIQUEZ LIBORO**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: NOV 16 2021

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Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

## NOTICE OF AWARD

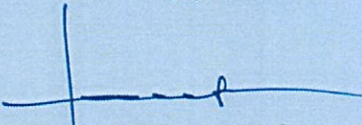
Date Issued: **NOV 16 2021**

**Ms. Rubelyn V. Gala**  
*Project Support Officer – South West Area*  
Otus Copy Systems, Inc.  
10th Floor MG Tower, No. 75 Shaw Blvd.,  
Brgy. Daang-Bakal, Mandaluyong City,  
Metro Manila

Dear Ms. Gala:

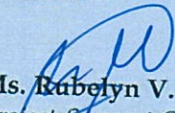
Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 106-2021, Series of 2021, the contract for the procurement of Toner and Drum Cartridge for Fuji Xerox 3065 amounting to **THIRTY-EIGHT THOUSAND SEVEN HUNDRED FIFTY AND 0/100 PESOS (PHP38,750.00)**, 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

**NOV 16 2021**

Conforme:

  
**Ms. Rubelyn V. Gala**  
*Project Support Officer – South West Area*  
Otus Copy Systems, Inc.

Date: November 17, 2021

Ref No.: 080-2021

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





Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

TONER AND DRUM CARTRIDGE FOR FUJI XEROX 3065

18 October 2021

**OTUS COPY SYSTEMS, INC.**

10F MG Tower No. 75

Shaw Blvd. Brgy. Daang-Bakal, 1552 Metro Manila


**Re: Request for Quotation**

The National Privacy Commission is intending to procure **TONER AND DRUM CARTRIDGE FOR FUJI XEROX 3065**. As such, we would like to request a quotation for the said item, signed by your duly authorized representative.

Please also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number; and
3. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your formal proposal together with the requirements via e-mail at [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) on or before **25 October 2021**.

 Digitally signed  
by Tana-Caguia  
Krishna Aira  
Angeles

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head  
National Privacy Commission

**TECHNICAL SPECIFICATION  
TONER AND DRUM CARTRIDGE FOR FUJI XEROX 3065**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 38,900.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in EVERY item)
				Unit Price	Total	
1	lot	1	<p><i>NOTE: Please refer to the attached Terms of Reference for:</i></p> <p>1. <i>Technical Requirements/ Specifications</i></p> <p style="padding-left: 40px;">a. <i>3 Boxes: Fuji Xerox 3065 CT20173 Toner Cartridge</i></p> <p style="padding-left: 40px;">b. <i>1 Box: Fuji Xerox 3065 CT350923 Drum Cartridge</i></p> <p>2. <i>Payment and Delivery</i></p>	8,450.00	25,350.00	COMPLY
				13,400.00	13,400.00	COMPLY
<b>TOTAL</b>				<b>Php 38,750.00</b>		

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Submit the certified true copy and the original, as applicable, of the eligibility requirements together with the signed Quotation and present the original Mayor's or Business Permit upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.



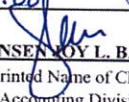
CONFORME: OTUS COPY SYSTEMS, INC. / October 19, 2021  
(Name of Supplier/Provider/Date)

BY:  Rubelyn Y. Gala / Project Support Officer / October 19, 2021  
(Name/Position/Signature of Representative/Date)



## PURCHASE ORDER NATIONAL PRIVACY COMMISSION

Entity Name

Supplier : <u>OTUS COPY SYSTEMS, INC.</u>		P.O. No. : <u>2021-11-0052</u>			
Address : <u>10th Floor MG Tower No. 75 Shaw Blvd., Brgy. Daang-Bakal,</u>		Date : <u>26 November, 2021</u>			
TIN : _____		Mode of Procurement : <u>Direct Contracting</u>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>NPC OFFICE</u>		Delivery Term : <u>Thirty (30) working days from receipt of PO/NTP</u>			
Date of Delivery <u>Thirty (30) working days from receipt of PO/NTP</u>		Payment Term : <u>LDDAP-ADA</u>			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<b>Toner and Drum Cartridge for Fuji Xerox 3065</b> Specifications:	1	38,750.00	38,750.00
		<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>CYCLE</b>	
		Fuji Xerox 3065 CT20173 Toner Cartridge	3	-	
		Fuji Xerox 3065 CT350923 Drum Cartridge	1	-	
		PSALM@ Exclusive Warranty (optional)	1	Lifetime of the contract (FREE)	
		<p>The Supplier/provider shall provide warranty/replacement in cases that the items found defective and/or low quality outputs</p> <p><b>PAYMENT AND DELIVERY:</b>                      Payment shall be through send bill arrangement and shall be processed upon submission of Delivery Receipt and Sales Invoice/Billing Invoice                      Payment shall be made after the complete delivery and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee, Supply Officer and End-user                      Delivery shall be made within Thirty (30) calendar days from receipt of PO/NTP</p>			
<b>(Total Amount in Words)</b>		THIRTY EIGHT THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY			
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.</p> <p>NOTICE TO PROCEED: Notice is hereby given that by conforming to this Purchase 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.</p> <p>Contact: Mr. Joel Pagtulingan Jr. at (02)8234-2228 local 119 or email at asd@privacy.gov.ph for questions/delivery and other concerns.</p>					
Conforme:		Very truly yours,			
 <u>MS. RUBELYN V. GALA</u> Signature over Printed Name of Supplier <u>Dec. 13, 2021</u> Date		 <u>MARILOU C. LEEJIAN</u> Signature over Printed Name of Authorized Official <u>Chief, FPMD</u> Designation			
Fund Cluster : <u>01</u>		ORS/BURS No. : <u>02-101-2021-12-0531</u>			
Funds Available : <u>₱ 38,750.00</u>		Date of the ORS/BURS: <u>07 DEC 2021</u>			
 <u>JENSEN ROY L. BALLICUD</u> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit		Amount : <u>₱ 38,750.00</u>			