



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**BIDS AND AWARDS COMMITTEE**  
BAC Resolution No. 028-2022, Series of 2022

**RECOMMENDING THE AWARD OF CONTRACT FOR THE PROCUREMENT OF  
SCANNER (SMALL/HIGH-VOLUME/SPEED)**

---

**WHEREAS**, the National Privacy Commission (NPC) is the agency mandated to administer and implement Republic Act No. 10173 or the Data Privacy Act of 2012 and to monitor and ensure compliance of the country with international standards set for data protection;

**WHEREAS**, for the efficiency in the delivery of outputs and services and daily operations of the NPC offices especially in light of the digital transformation initiatives of the Commission and its oversight agencies, there is a need procure scanners which are reliable enough to process large amounts of pages with a speed higher than the average scanning equipment;

**WHEREAS**, the NPC approved its FY 2021 Continuing Annual Procurement Plan (APP) which includes the procurement of Scanner (Small/high-Volume/Speed) under APP Item No. 2021-0180 with the Approved Budget for the Contract of Php 900,000.00;

**WHEREAS**, a Request for Quotation (RFQ) was posted in the PhilGEPS website and the NPC website and was likewise sent to five (5) suppliers via electronic mail, namely: Gakken Philippines, Inc., Gold7 International Trading Corp., Lifestyle Philippines E-Comm Inc., Pantronics International Corp., and Business Machines Corporation. Three other suppliers namely 13/65mm Production Supply, Otus Copy Systems, Inc., and ZAB Enterprises submitted their quotations after seeing the postings;

**WHEREAS**, on 26 April 2022, the NPC Bids and Awards Committee (BAC) proceeded to evaluate the submitted quotations by 13/65mm Production Supply, Otus Copy Systems, Inc., and ZAB Enterprises and determined that Otus Copy Systems is the supplier with the single calculated and responsive quotation;

**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 Scanner (Small/high-volume/Speed) to Otus Copy Systems for being the single calculated and responsive quotation in the total amount of Php 880,000.00;

**RESOLVED** this 26<sup>th</sup> day of April 2022, via combination on on-site and videoconference meeting.

Ref No.: 028-2022

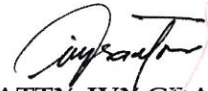
*The original of this document (containing only the BAC member's signature) is in digital format*  
NPC\_BAC\_RESO-V1.0, R0.0, 05 May 2021

**ATTEST:**

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

  
Digitally signed  
by Mendoza Ma  
Josefina Eusebio  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*Attorney IV, LD*  
*BAC Member*

  
Digitally signed  
by Milanes  
Rainier Anthony  
Mabias  
**ATTY. RAINIER ANTHONY M. MILANES**  
*Chief, CMD*  
*BAC Member*

  
Digitally signed by Ivy  
Grace T. Villasoto  
Date: 2022.05.04  
04:21:31 +08'00'  
**ATTY. IVY GRACE T. VELASOTO**  
*Attorney V, PDD*  
*BAC Vice Chairperson*

  
Digitally signed by Patula  
Maria Theresito Elnar  
Date: 2022.05.04 06:53:53  
+08'00'  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
*BAC Chairperson*

**APPROVED:**

  
Digitally  
signed by  
Naga John  
Henry Du  

---

**ATTY. JOHN HENRY DU NAGA**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: ~~MAY 05 2022~~

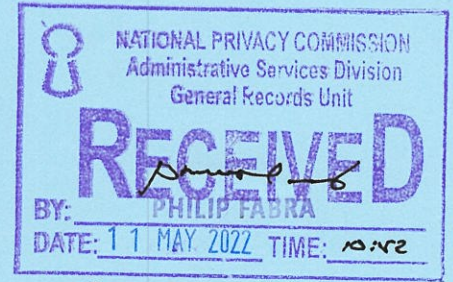
Ref No.: 028-2022

*The original of this document (containing only the BAC member's signature) is in digital format*  
NPC\_BAC\_RESO-V1.0, R0.0, 05 May 2021





Republic of the Philippines  
NATIONAL PRIVACY COMMISSION



NOTICE OF AWARD

MAY 05 2022

**EMELYE V. CASTRO**  
**Authorized Representative**  
Otus Copy Systems, Inc.  
10/F MG Tower,  
75 Shaw Blvd., Mandaluyong City

Dear Ms. Castro

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 028-2022, series of 2022, the contract for the procurement of Scanner (Small/High Volume/Speed) amounting to a total of **Eight Hundred Eighty Thousand Pesos (Php 880,000.00)** is awarded to Otus Copy Systems, Inc. consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

Digitally signed  
by Naga John  
Henry Du

**ATTY. JOHN HENRY D. NAGA**

*Privacy Commissioner*  
*Head of the Procuring Entity*

Date: MAY 05 2022

Digitally signed by  
Ms. Frances  
Ana De  
Guzman

Conforme:

**EMELYE V. CASTRO**  
**Authorized Representative**  
Otus Copy Systems, Inc.  
Date: MAY 10 2022

Ref. No.: 012-2022

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



**PURCHASE ORDER**  
**NATIONAL PRIVACY COMMISSION**  
**Entity Name**

Supplier : <u>OTUS COPY SYSTEMS, INC.</u>	P.O. No. : <u>2022-05-0010</u>
Address : <u>10/F MG Tower, 75 Shaw Blvd. Mandaluyong City</u>	Date : <u>MAY 13 2022</u>
TIN : <span style="background-color: black; color: black;">XXXXXXXXXX</span>	Mode of Procurement : <u>Small Value Procurement</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>Within Forty-Five (45) Calendar days from the receipt of PO/Notice to Proceed</u>
Date of Delivery <u>Within Forty-Five (45) Calendar days from the receipt of PO/Notice to Proceed</u>	Payment Term : <u>LDDAP-ADA</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<b>SCANNER (small/high-volume/speed)</b>  <b>Specifications:</b> 16 units of Scanner The specifications shall be in accordance with the attached Technical Requirements/ Specifications " <b>Annex A</b> "  <b>Delivery:</b> Within forty-five (45)calendar days from the receipt of PO/Notice to Proceed  <b>Payment:</b> 1. Payment shall be processed upon issuance of <i>Inspection and Acceptance Report (IAR)</i> by the Inspection and Acceptance Committee and <i>Certificate of Acceptance of Output</i> by the end-user 2. Payment shall be made through send bill arrangement and shall be processed upon receipt of the Statement of Account/Billing statement/Invoice and Delivery Receipt issued by the supplier	1	880,000.00	880,000.00


**(Total Amount in Words)** EIGHT HUNDRED EIGHTY THOUSAND PESOS ONLY

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.

**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.

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

Conforme:

  
Ms. EMELYE V. CASTRO  
 Signature over Printed Name of Supplier

MAY 26, 2022

Date

Very truly yours,

  
ATTY. IVIN RONALD D.M. ALZONA  
 Signature over Printed Name of Authorized Official

Executive Director IV

Designation

Fund Cluster : 01Funds Available : ₱ 880,000.00

  
MARILOU C. LEELIAN

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

ORS/BURS No. : 06-102-2022-05-0038Date of the ORS/BURS: 12-MAY 2022Amount : ₱ 880,000.00