



BIDS AND AWARDS COMMITTEE
BAC Resolution No. 070-2023, Series of 2023

**RECOMMENDING THE AWARD FOR THE PROCUREMENT OF COMMON-USE
OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE 2023)**

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, in order sustain the daily operations of the NPC and to create a productive working environment, there is a need to procure various common-use office supplies that are not available at the Procurement Service of the Department of Budget and Management (PS-DBM) as evidenced by the Certificate of Non-Availability of Stocks (CNAS) attached herein as Annex "A";

WHEREAS, the NPC approved its FY 2023 Annual Procurement Plan (APP) which includes the procurement of Common-Use Supplies Not Available @ PS-DBM (APP-CSE 2023) with APP No. 2023-0069 with an Approved Budget for the Contract of Php 190,000.00;

WHEREAS, the listed items in the Technical Specification are commodities necessary in the transaction of the NPC's official businesses, and are used in its day-to-day operations, thus considered as "ordinary or regular office supplies" as defined under Annex "H" of R.A. 9184;

WHEREAS, a Request for Quotation (RFQ) was posted at the PhilGEPs and NPC website, and was likewise posted at the NPC Bulletin Board. It was also sent to five (5) suppliers namely: 347 School Office Supplies, Inc., Clockwerk Stationery Trading, Primetek International Non-Specialized Wholesale Trading, Lambert Trading, and Mostaco Marketing;

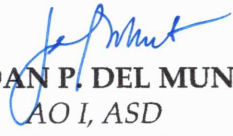
WHEREAS, 347 School Office Supplies, Inc., GDP Trading, Lambert Trading, and Mostaco Marketing sent their quotations as requested;

WHEREAS, upon due evaluation, Mostaco marketing has been determined to have the lowest calculated and responsive quotation with a bid price of Php 160,100.00;

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 **COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE 2023)** to **MOSTACO MARKETING** in the total amount of One Hundred Sixty Thousand One Hundred Pesos (Php 160,100.00).


RESOLVED this 18th day of September 2023, via combination on on-site and videoconference meeting.

ATTEST:

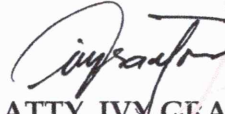

MS. JOAN P. DEL MUNDO
AO I, ASD
End-user/Provisional Member


Digitally signed by
Fabricante Marlon
Ruben Natividad
MR. MARLON RUBEN N. FABRICANTE
Chief, ASD
BAC Member

On Official Business
MR. ERWIN D. ESPENILLA
HEA, OPC
BAC Member

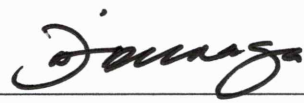


Digitally signed
by Mendoza Ma
Josefina Eusebio
ATTY. MA. JOSEFINA E. MENDOZA
Attorney IV, LD
BAC Member


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


Digitally signed
by Ivy Grace T.
Villasoto
ATTY. IVY GRACE T. VILLASOTO
Attorney V, PDD
BAC Vice Chairperson

On Official Business
ATTY. MARIA THERESITA E. PATULA
Director IV, LEO
BAC Chairperson

APPROVED:


ATTY. JOHN HENRY D. NAGA
Privacy Commissioner
Head of the Procuring Entity 
Date: OCT 12 2023



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
5th Floor, Philippine International Convention Center,
Vicente Sotto Avenue, Pasay City, Metro Manila 1307



NOTICE OF AWARD

Date Issued: **OCT 02 2023**

MR. JOJIE REPIA VELINA

Sole Proprietor

Mostaco Marketing

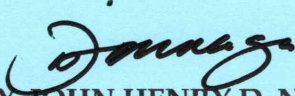
68A Lalaine Bennet Street BF Resort Village

Barangay Talon Dos Las Piñas City

Dear **MR. VELINA**

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 070-2023 series of 2023, the contract for **COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE 2023)** amounting to **One Hundred Sixty Thousand and One Hundred Pesos (PhP160,100.00)** VAT inclusive, is awarded to **MOSTACO MARKETING**, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,


ATTY. JOHN HENRY D. NAGA
Privacy Commissioner
Head of the Procuring Entity *John*

OCT 02 2023

Digitally signed
by Mostaco Marketing
Private Company

Conforme:


MR. JOJIE REPIA VELINA

Sole Proprietor

Mostaco Marketing

Date: **OCT 03 2023**

PURCHASE ORDER NATIONAL PRIVACY COMMISSION

Entity Name

Supplier : MOSTACO MARKETING	P.O. No. : 2023- 10-0023
Address : 68A Lalaine Bennet St., BF Resort Village Brgy. Talon Dos, Las Piñas City	Date : 03 OCT 2023
TIN : 915-524-116	Mode of Procurement : <u>Shopping</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 : Delivery shall be completed within 30 calendar days from receipt of Purchase Order.
Date of Delivery : Delivery shall be completed within 30 calendar days from receipt of Purchase Order.	Payment Term : <u>LDDAP-ADA</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	COMMON-USE OFFICE SUPPLIES NOT AVAILABLE @ PS-DBM (APP-CSE2023)	1	160,100.00	160,100.00

Unit	Item Description	Quantity	Unit Price	Total Price
Piece	SIGN PEN, Black, liquid or gel	200	15.00	3,000.00
Piece	SIGN PEN, Blue, liquid or gel	500	15.00	7,500.00
Piece	DATA FOLDER	140	101.00	14,140.00
Pack	FOLDER with tab, legal, 100 pieces per pack	25	553.00	13,825.00
Piece	MARKER, Permanent, Black	50	13.00	650.00
Piece	MARKER, Whiteboard, Black	50	17.00	850.00
Box	PAPER CLIP, vinyl/plastic coated, 33mm	50	10.00	500.00
Pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	40	16.00	640.00
Pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	40	25.00	1,000.00
Pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	40	20.00	800.00
Ream	Colored Paper, Green, A4, 50gsm	10	461.00	4,610.00
Ream	Colored Paper, Orange, A4, 50gsm	25	461.00	11,525.00
Ream	Colored Paper, Pastel Pink, A4, 50gsm	25	461.00	11,525.00

Unit	Item Description	Quantity	Unit Price	Total Price
Set	FILE TAB DIVIDER, bristol board, for LEGAL	25	25.00	625.00
Set	FILE TAB DIVIDER, bristol board, for A4	25	17.00	425.00
Piece	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	120	26.00	3,120.00
Piece	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	80	33.00	2,640.00
Ream	Bond paper, 80 gsm Short (Hard Copy brand)	5	216.00	1,080.00
Box	FASTENER, metal, non-sharp edges, 50 sets per box	100	46.00	4,600.00
Box	RUBBER BAND No. 18, 350g	20	156.00	3,120.00
Box	STAPLE WIRE, standard	100	29.00	2,900.00
Ream	Paper multicopy, 50gsm, A4, 210mm x 297mm	200	217.00	43,400.00
Ream	Paper multicopy, 50gsm, Legal, 216mm x 330mm	100	247.00	24,700.00
Piece	Flaglets	100	26.00	2,600.00
Roll	Duct Tape	5	65.00	325.00
TOTAL AMOUNT:				160,100.00

WARRANTY (to applicable items)

1. Warranties against manufacturing defects, as well as parts and service
2. Warranty period/s: One (1) year
3. Warranty shall commence upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee and end-user

EVALUATION of the supplies and materials shall include, but not limited to:

1. Inspection and Acceptance of the product by the end-user, NPC Inspection and Acceptance Committee and Supply Officer, and,
2. Physical checks on the equipment for any deformation, dents and cracks and the completeness of the equipment for its physical and visual examination

DELIVERY:

1. Delivery shall be completed within 30 calendar days from receipt of Purchase Order
2. Place of Delivery: NPC 5th Floor, PICC, Vicente Sotto Ave., Pasay City

PAYMENT:

1. Payment shall be processed upon issuance of Inspection and Acceptance Report (IAR) by the Inspection and Acceptance Committee.
2. Payment shall be processed upon receipt of the Statement of Account/Sales Invoice/Billing Statement and Delivery Receipt issued by the supplier.

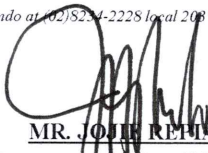
(Total Amount in Words) ONE HUNDRED SIXTY THOUSAND ONE HUNDRED PESOS ONLY

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 Ms. Joan P. Del Mundo at (02)524-2228 local 208 or email at asd@privacy.gov.ph for questions/delivery and other concerns.

Conforme:

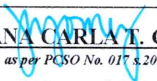

MR. JOHN RETA VELINA
Signature over Printed Name of Supplier
10 OCTOBER 2023
Date

Very truly yours,


ATTY. MANUEL C. SATUITO
Signature over Printed Name of Authorized Official
Director IV, FAO

Fund Cluster : 01

Funds Available : ₱ 160,100.00


JOHANA CARLA T. GOMEZ
as per PCSO No. 017-2023
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 02-101-2023-10-00561

Date of the ORS/BURS: 06 OCT 2023

Amount : ₱ 160,100.00