



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. 317-1768 loc. 738

NOTICE OF AWARD

November 16, 2021

Ms. JENNIFER L. CALAYAG
Otus Copy Systems, Inc.
10F MG Tower, 75 Shaw Blvd., Brgy.
Daang-Bakal, Mandaluyong City
8535-8731 / 8631-9454 loc. 103/105 / 0956-908588

Madam:

We are pleased to inform you that based on the findings of the Bids and Awards Committee, the contract for **Supply and Delivery of Photocopier Machines for Various Offices in the University (Lot 2 - Monochrome Digital Inkjet Multifunction Printer)** is hereby awarded to **OTUS COPY SYSTEMS** pursuant of BAC Resolution No. GD 2021-07-057 dated November 16, 2021.

Thus, notice is hereby given that the contract for the procurement of the project will be awarded to **OTUS COPY SYSTEMS** in the total amount of **Five Hundred Thirty-Nine Thousand Eight Hundred Eighty-Four Pesos (₱ 539,884.00)**, subject to submission within ten (10) calendar days from receipt hereof a Performance Security, valid until the issuance of the Certificate of Acceptance, in any of the following forms:

- a. Cash or cashier's/manager's check issued by a universal or commercial bank or bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank: provided, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank equivalent to ten percent (5%) of the total contract price (₱ 26,994.20); or
- b. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security equivalent to thirty percent (30%) of the total contract price (₱ 161,965.20).

as provided under the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Failure to provide the performance security shall constitute ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,
By Authority of the Board of Regents:

bert
BERT J. TUGA
President

Conforme:

JENNIFER L. CALAYAG

Name of Authorized Representative

NOVEMBER 29, 2021

Date



PHILIPPINE NORMAL UNIVERSITY

The National Center for Teacher Education

BIDS AND AWARDS COMMITTEE

Taft Avenue, Manila

Tel. No. 317-1768 loc. 738

BAC Resolution Declaring the Lowest Calculated and Responsive Bidder and Recommending Approval

Resolution No. GD 2021-07-057

WHEREAS, the Philippine Normal University, in compliance with RA 9184, posted/advertised the Invitation to Bid for the **Supply and Delivery of Photocopier Machines for Various Offices in the University** on July 30 - September 8, 2021 in PhilGEPS, PNU BAC Bulletin Board and PNU Website with an approved budget of **Three Million Nine Hundred Twenty Thousand Pesos (Php 3,920,000.00)** for the contract;

WHEREAS, a **Pre-Bid Conference** was conducted last **6 August 2021 (Friday)** virtually via Zoom application, wherein eleven (11) interested suppliers attended the Conference, namely:

1. **Bishop John Benedict Solutions Co.** represented by Mr. Jaycey Velandres (jvelandres@gmail.com)
2. **Quartz Business Products Corp.** represented by Ms. Jervin Puso (jervin.franco@quartz.com.ph)
3. **Malink Copy Services Philippines Inc.** represented by Ms. Jenny Matore (jenny@malinkgroup.com)
4. **E-Copy Corporation** represented by Ms. Rachel Cabugawan and Mr. Ronald Fabula (ranneecopy@gmail.com)
5. **Link Network Solutions Inc.** represented by Mr. Michael Vincent Gersalino and Mr. Rhoniel Mahusay (michaelgersalino@linknewsolutions.net)
6. **Ubix Corporation** represented by Mr. Framer Serillano and Mr. Beejay Javier (framer.servillano@ubix.com.ph)
7. **Philcopy** represented by Mr. Fernando Cortez (fer.cortez@philcopy.net)
8. **Pantronics International Corporation** represented by Ms. Krizzel L. Villapando (sales@pantronicsonline.com)
9. **Gecko-Ph Business, Inc.** represented by Mr. Johann Mendoza (johann.mendoza@geckointl.com)
10. **Gakken (Philippines) Inc.** represented by Mr. Renjay Ramilo and Mr. James Sonza (renjayram@gmail.com)
11. **Beehives Corporation** represented by Ms. Thess Dela Pena

WHEREAS, the Technology-Related Bids and Awards Committee (BAC) has scheduled and conducted the **Opening of Bids** on **8 September 2021 (Wednesday)** at 2:00 PM held at the PNU Alumni Relations Hall;

WHEREAS, during the scheduled Opening of Bids, six (6) suppliers bought the Official Bid Documents, and submitted Bids, namely: **Gecko-Ph Business, Inc.**, **Otus Copy Systems, Inc.**, **Quartz Business Products Corp.**, **Gakken (Philippines) Inc.**, **E-Copy Corporation**, and **Pantronics International Corporation**;

WHEREAS, the summary of the Opening of Bids are as follows:

LOT	Bidder/s	Bid Amount	Remarks
Lot 1 - Photocopier Machines (ABC: Php 2,920,000.00)	Gecko-Ph Business, Inc.	2,265,000.00	Eligible
	Otus Copy Systems, Inc.	2,359,004.00	Eligible
	Quartz Business Products Corp.	2,399,998.00	Eligible
	Gakken (Philippines) Inc.	2,402,777.00	Eligible
	E-Copy Corporation	2,628,000.00	Eligible

**PHILIPPINE NORMAL UNIVERSITY**

The National Center for Teacher Education

BIDS AND AWARDS COMMITTEE

Taft Avenue, Manila

Tel. No. 317-1768 loc. 738

Lot 2 - Monochrome Digital Inkjet Multifunction Printer (ABC: Php 1,000,000.00)	Gecko-Ph Business, Inc.	720,000.00	Eligible
	Otus Copy Systems, Inc.	539,884.00	Eligible
	Gakken (Philippines) Inc.	547,777.00	Eligible
	Pantronics International Corporation	614,950.00	Eligible

WHEREAS, during the Technical Evaluation conducted by the Technical Representative, **Gecko-Ph Business, Inc.**, **Otus Copy Systems, Inc.**, **Quartz Business Products Corp.**, **Gakken (Philippines) Inc.**, and **E-Copy Corporation** failed to comply and satisfy the Eligibility Documents, particularly the requirements specified in Section VII. Technical Specifications for Lot 1 - Photocopier Machines;

WHEREAS, on 15 October 2021 (Friday), **Gecko-Ph Business, Inc.**, **Otus Copy Systems, Inc.**, **Quartz Business Products Corp.**, **Gakken (Philippines) Inc.**, and **E-Copy Corporation** was formally issued a Notice of Non-Compliance thru email which was subsequently acknowledged receipt by the said bidders on 15 October 2021 (Friday) also thru email;

WHEREAS, on 15 October 2021 (Friday), **Gecko-Ph Business, Inc.** filed a Motion for Reconsideration and, upon thorough review of the BAC, was later granted on 22 October 2021(Friday);

WHEREAS, on 15 October 2021 (Friday), **Quartz Business Products Corp.** filed a Motion for Reconsideration and, upon thorough review of the BAC, was later denied on 22 October 2021(Friday);

WHEREAS, on 18 October 2021 (Monday), **Otus Copy Systems, Inc.** filed a Motion for Reconsideration and, upon thorough review of the BAC, was later granted on 22 October 2021(Friday);

WHEREAS, during the detailed Technical Evaluation conducted by the Technical Representative, **Gecko-Ph Business, Inc.**, **Otus Copy Systems, Inc.**, **Gakken (Philippines) Inc.**, and **Pantronics International Corporation** complied and satisfied all the requirements specified in Section VII. Technical Specifications of the bidding documents for Lot 2 - Monochrome Digital Inkjet Multifunction Printer;

WHEREAS, upon arithmetical computation, **Gecko-Ph Business, Inc.**'s Financial Bid amounting to **Two Million Two Hundred Sixty-Five Thousand Pesos (₱ 2,265,000.00)** with an equivalent of 22.43% (₱ 655,000.00) variance from the ABC was then declared as the Lowest Calculated Bid for Lot 1 - Photocopier Machines, subject to further evaluation to ascertain, verify, and validate the submitted bid;

WHEREAS, upon arithmetical computation, **Otus Copy Systems**'s Financial Bid amounting to **Five Hundred Thirty-Nine Thousand Eight Hundred Eighty-Four Pesos (₱ 539,884.00)** with an equivalent of 46.01% (₱ 460,116.00) variance from the ABC was then declared as the Lowest Calculated Bid for Lot 2 - Monochrome Digital Inkjet Multifunction Printer, subject to further evaluation to ascertain, verify, and validate the submitted bid;

WHEREAS, on 3 November 2021 (Wednesday), the BAC, Technical Working Group (TWG), and BAC Secretariat conducted the Post Qualification assessment on the submitted bids by **Gecko-Ph Business, Inc.** and **Otus Copy Systems**, and was found to have complied with all the requirements and conditions specified in the bidding documents and have passed the post qualification after having verified, validated and ascertained its bid documents;

WHEREAS, upon careful examination, verification and validation of the eligibility, technical and financial requirements submitted by **Gecko-Ph Business, Inc.**, its bid of **Two Million Two Hundred Sixty-Five Thousand Pesos (₱ 2,265,000.00)** was found to be responsive;

WHEREAS, upon careful examination, verification and validation of the eligibility, technical and financial requirements submitted by **Otus Copy Systems**, its bid of **Five Hundred Thirty-Nine Thousand Eight Hundred Eighty-Four Pesos (₱ 539,884.00)** was found to be responsive; and



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. 317-1768 loc. 738

NOW, THEREFORE, WE, the Members of the Technology-Related Bids and Awards Committee do hereby RESOLVE as it is hereby RESOLVED:

- a. That **GECKO-PH BUSINESS, INC.** be declared as the Lowest Calculated Responsive Bid for Lot 1 - Photocopier Machines in consideration of its total amount of Bid equal to **Two Million Two Hundred Sixty-Five Thousand Pesos (₱ 2,265,000.00)**;
- b. That **OTUS COPY SYSTEMS** be declared as the Lowest Calculated Responsive Bid for Lot 2 - Monochrome Digital Inkjet Multifunction Printer in consideration of its total amount of Bid equal to **Five Hundred Thirty-Nine Thousand Eight Hundred Eighty-Four Pesos (₱ 539,884.00)**;
- c. That we, the members of the Bids & Awards Committee (BAC), as per PNU Special Order No. 238, Series of 2021 dated 21 July 2021, recommends to the Head of the Procuring Entity (HoPE) to award the Contract as detailed in this BAC Resolution; and
- d. That, a **Notice of Award (NOA)** be issued to **GECKO-PH BUSINESS, INC.** and **OTUS COPY SYSTEMS**, upon adoption and approval of this BAC Resolution.

RESOLVED, during the Regular Meeting held on November 16, 2021, virtually via Zoom application.

BIDS AND AWARDS COMMITTEE

Resolution No. GD 2021-07-057

RONALD ALLAN S. MABUNGA
Chair

JOSE M. OCAMPO JR.
Vice-Chair

MARIE PAZ E. MORALES
Member
JENITH M. DE GUZMAN
Member
JOHN P. NATIVIDAD
Member/End-User
NIÑO D. NALDOZA
Member
RICHARD JAY J. ARIAS
Technical Representative
MARS M. MAJUL
Technical Representative

APPROVED

BERT J. TUGA
University President



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. 317-1768 loc. 738

NOTICE TO PROCEED

December 10, 2021

Ms. JENNIFER L. CALAYAG
Otus Copy Systems, Inc.
10F MG Tower, 75 Shaw Blvd., Brgy.
Daang-Bakal, Mandaluyong City
8535-8731 / 8631-9454 loc. 103/105 / 0956-908588

Madam:

The attached Purchase Order having been approved, notice is hereby given to **OTUS COPY SYSTEMS, INC.** that work may commence for the project: **Supply and Delivery of Photocopier Machines for Various Units in the University (Lot 2 - Monochrome Digital Inkjet Multifunction Printer)** effective after the receipt of this notice.

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.

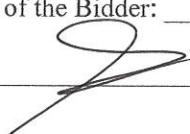
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Chair, Bids and Awards Committee.

Very truly yours,
By Authority of the Board of Regents


BERT J. TUGA
University President

I acknowledge receipt of this Notice on (date of receipt) 12-23-16

Name of the Representative of the Bidder: J. Lourdes Sarmas

Authorized Signature: 



PURCHASE ORDER
Philippine Normal University
Agency

Supplier: OTUS COPY SYSTEMS, INC.	P.O. No. 21-12-0201
Address: 10 Floor MG Tower, No. 75 Shaw Boulevard, Mandaluyong City	Date: December 10, 2021
TIN : 245-110-268-000	Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery: PNU Manila - Supply and Property Unit	Delivery Term: within 90 calendar days
Date of Delivery: _____	Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	units	<p align="center">Supply and Delivery of Photocopier Machines for Various Offices in the University</p> <p>Monochrome Digital Inkjet Multifunction Printer EPSON WF M2100</p> <p>Technical Specifications:</p> <p>A. Type: Inkjet</p> <p>B. Supported Color Print: Monochrome</p> <p>C. Functions:</p> <p>3 in 1 network Printer: Print, Copy, Scan</p> <p>D. Can support monthly print (A4 size) volume of at least 100,000 pages per month or higher</p> <p>E. With Automatic Document Feeder Supported</p> <p>F. Supports Duplex Printing Supported</p> <p>G. Print Speed - Simplex (A4 size as reference): 100 ppm or higher</p>	1	₱539,884.00	₱539,884.00

Page 1 of 4

(Total Amount in Words)	₱539,884.00
-------------------------	-------------

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.

Very truly yours,

BERT J. TUGA
 President

Conforme:

Signature over Printed Name of Supplier

Date

Funds Available: 539,884	ORS/BURS No.: 06-05206441-2021-12 - 0616
 RONNIE B. PAGAL Accountant IV	Amount: 539,884-



PURCHASE ORDER

Philippine Normal University
Agency

Supplier: OTUS COPY SYSTEMS, INC.	P.O. No. 21-12-0201
Address: 10 Floor MG Tower, No. 75 Shaw Boulevard, Mandaluyong City	Date: December 10, 2021
TIN : 245-110-268-000	Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery: PNU Manila - Supply and Property Unit	Delivery Term: within 90 calendar days
Date of Delivery: _____	Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p style="text-align: center;">Supply and Delivery of Photocopier Machines for Various Offices in the University</p> <p>H. Copy Speed- Simplex (A4 size as reference): 100 ppm or higher</p> <p>I. Copy Resolution: 600 x 1,200 dpi or Higher</p> <p>J. Scan Resolution: 600 x 1,200 dpi or Higher</p> <p>K. Paper Sizes Supported: A6, A4, Letter (8.5x11 inches), Long (8.5x13 inches), Legal (8.5x14 inches), A3, 11"x17", A3W (12"x18"), A3+</p> <p>L. Paper Weight Supported: Paper Cassettes 1 - 4: 60 - 160 g/m², MP Tray: 60 - 350 g/m²</p> <p>M. Paper Type Supported: Non coated paper (60-350 g/m²), inkjet photo paper</p> <p>N. Paper Capacity- four (4) tray and bypass (based on 80g/m² paper)</p>		Balance Forwarded	₱539,884.00
				<i>References: BAC Sol# GD 2021-07-057 PR# 21-07-0635 Ref# 7882635</i>	

(Total Amount in Words) **₱539,884.00**

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.

Very truly yours,

bert j. tuga
BERT J. TUGA

President
R. S. J.

Conforme:

JUDY MARIE SANTOS
Signature over Printed Name of Supplier

12-25-16
Date

Funds Available: 539,884	ORS/BURS No.: _____
	Amount: _____

RONNIE B. PAGAL
Accountant IV



PURCHASE ORDER

Philippine Normal University
Agency

Supplier: OTUS COPY SYSTEMS, INC.	P.O. No. 21-12-0201
Address: 10 Floor MG Tower, No. 75 Shaw Boulevard, Mandaluyong City	Date: December 10, 2021
TIN : 245-110-268-000	Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery: PNU Manila - Supply and Property Unit	Delivery Term: within 90 calendar days				
Date of Delivery: _____	Payment Term: _____				
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Supply and Delivery of Photocopier Machines for Various Offices in the University</p> <p>Paper Cassettes 1 - 4: at least 500 sheets each, MP Tray: at least 100 sheets</p> <p>O. Support Direct USB Printing and Scanning</p> <p>P. Connectivity supported:</p> <p>Network Interface Capable: Support 10Base-T/100Base-T/1000Base-T, wireless LAN (IEEE 802.11 b/g/n)</p> <p>Q. Consumables-smudge and water resistant inks (Based on A4 paper print):</p> <p>Bidders should provide price for each consumables such as ink.</p> <p>Bidder should provide number of prints per Ink cartridges and also the cost per print for monochrome.</p> <p>R. Compatible Operating System:</p> <p>Windows Server® 2008, Windows Server® 2008 R2, Windows Server® 2012, Windows Server® 2012 R2, Windows Server® 2016, Windows Vista®,</p>		Balance Forwarded	₱539,884.00

Page 3 of 4

(Total Amount in Words)	₱539,884.00
-------------------------	--------------------

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.

Very truly yours,

BERT J. TUGA
President

Conforme:

RONNIE B. PAGAL
Signature over Printed Name of Supplier

12-23-17

Date

Funds Available: <i>539,884</i>	ORS/BURS No.: _____
	Amount: _____

RONNIE B. PAGAL
Accountant IV



PURCHASE ORDER

Philippine Normal University
Agency

Supplier: OTUS COPY SYSTEMS, INC.	P.O. No. 21-12-0201
Address: 10 Floor MG Tower, No. 75 Shaw Boulevard, Mandaluyong City	Date: December 10, 2021
TIN : 245-110-268-000	Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery: PNU Manila - Supply and Property Unit	Delivery Term: within 90 calendar days
Date of Delivery: _____	Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Supply and Delivery of Photocopier Machines for Various Offices in the University</p> <p>Windows® 7, Windows® 8.1, Windows® 10, Mac OS 10.6. 10.7, 10.8, 10.9, 10.10, 10.11, 10.12 or better</p> <p>S. Warranty: Life Time Free Service One (1) year on parts</p> <p>T. Can supply genuine spare parts, consumables and after sales/warranty service support within 5 years</p> <p>S. Winning bidder shall provide Training of PNU Staff in machine operation</p> <p>U. Bidder should submit Certificate of Exclusive Distributor or Authorized Distributor or Authorized dealer or authorized seller.</p>	Balance Forwarded		₱539,884.00

Page 4 of 4

References:
BAC Sol# GD 2021-07-057
PR# 21-07-0635
Ref# 7882635

(Total Amount in Words) **FIVE HUNDRED THIRTY-NINE THOUSAND EIGHT HUNDRED EIGHTY-FOUR PESOS** **₱539,884.00**

AND 00/100 ONLY

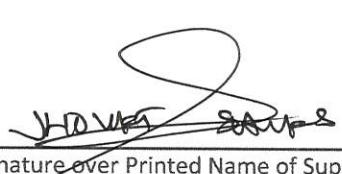
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

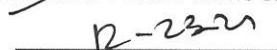
Very truly yours,

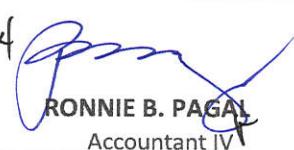

BERT J. TUGA

President

Conforme:


Signature over Printed Name of Supplier


Date

Funds Available: 539,884  RONNIE B. PAGAL Accountant IV	ORS/BURS No.: _____ Amount: _____
---	--------------------------------------