



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

February 6, 2023

Ms. PAULINE GEM C. PEÑARANDA

Otus Copy Systems, Inc.

10F MG Tower, 75 Shaw Boulevard,

Mandaluyong City

2631-9454 / 2535-8731 / 0995-9420239 / 0929-3745664

paulinegem.otus@gmail.com

Dear Ms. Peñaranda:

We are pleased to inform you that based on the findings of the Bids and Awards Committee, the contract for Supply and Delivery of Multi-Function Colored Copier and Various Consumables for the SPU 4TH Quarter Stock (Lot 2 - Various Consumables) is hereby awarded to OTUS COPY SYSTEMS, INC. pursuant of BAC Resolution No. GD 2022-11-142 dated February 6, 2023.

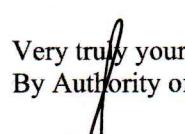
Thus, notice is hereby given that the contract for the procurement of the project will be awarded to OTUS COPY SYSTEMS, INC. in the total amount of **Three Hundred Forty-Three Thousand Nine Hundred Three Pesos (₱ 343,903.00)**, subject to submission within ten (10) calendar days from receipt hereof a 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 (₱ 17,195.15); 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 (₱ 103,170.90); or
- c. Performance Securing Declaration (PSD) as provided under the Revised Implementing Rules and Regulations of Republic Act No. 9184.

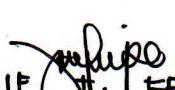
Failure to provide the performance security shall constitute ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,

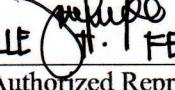
By Authority of the Board of Regents:


BERT J. TUGA
President

Conforme:


MICHELLE M. FELIPE

Name of Authorized Representative


February 14, 2023

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 2022-11-142

WHEREAS, the Philippine Normal University, in compliance with RA 9184, posted/advertised the Invitation to Bid for the Supply and Delivery of Multi-Function Colored Copier and Various Consumables for the SPU 4TH Quarter Stock on November 14-December 5, 2022 in PhilGEPS, PNU BAC Bulletin Board and PNU Website with an approved budget of One Million Two Hundred Forty-Seven Thousand Nine Hundred Forty-Four Pesos (Php 1,247,944.00) for the contract;

WHEREAS, a Pre-Bid Conference was conducted last 21 November 2022 (Monday) virtually via Goggle Meet application, wherein eight (8) interested suppliers attended the Conference, namely:

1. **PhilCopy Corporation** represented by Mr. Fernando Cortez and Mr. Rheijun Dela Cruz (rj.delacruz@philcopy.net)
2. **U-BIX Corporation** represented by Ms. Maureen N. Fang (maureen.fang@ubix.com.ph)
3. **Printcore Office Systems, Inc.** represented by Ms. Angelica L. Ricafrente (printcoreinc@gmail.com)
4. **iSource Asia Business Solutions Corporation** represented by Mr. Johann Karl Mendoza and Ms. Allelie Grace A. Ariola (jkgm@isourceasia.com.ph, agaa@isourceasia.com.ph)
5. **Otus Copy Systems, Inc.** represented by Mr. Erwin Manaripis, Ms. Jennifer Calayag, Ms. Pauline Gem Peñaranda, and Ms. Michelle Marcaliñas Peñaranda (jennifer.calayag12@gmail.com, paulinegem.otus@gmail.com, mmarcalinas.otus@gmail.com)
6. **Accessories and Supplies Depot, Inc.** represented by Mr. Jery Sy, Ms. Kaye Ebojo, and Ms. Angela Kim Monreal (jery.asdi@outlook.com, kaye.asdi@outlook.com, kim.asdi@outlook.com)
7. **Geschaft Equipment Corporation** represented by Ms. Realynn Absin (rlabsin@geschaftcorp.com)
8. **Copylandia Office Systems Corporation** represented by Mr. Jayson Cabaluna and Mr. Melvin Vicencio (j_cabaluna@copylandia.com.ph)

WHEREAS, the Technology-Related Bids and Awards Committee (BAC) has scheduled and conducted the **Opening of Bids** on 5 December 2022 (Monday) at 11:00 AM held at the Pedro T. Orata Hall (Room 103);

WHEREAS, during the scheduled Opening of Bids, six (6) suppliers bought the Official Bid Documents, and submitted Bid, namely: **Geschaft Equipment Corporation**, **iSource Asia Business Solutions Corporation**, **Otus Copy Systems, Inc.**, **Sonkkens Office Equipment Trading**, **Copylandia Office Systems Corporation** and **Philcopy Corporation**;

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

LOT	Bidder/s	Bid Amount	Remarks
Lot 1 - Multi-Function Colored Copier (ABC: Php 620,000.00)	Geschaft Equipment Corporation	229,400.00	Eligible
	iSource Asia Business Solutions Corporation	280,888.00	Eligible
	Otus Copy Systems, Inc.	479,245.00	Eligible
	Sonkkens Office Equipment Trading	482,800.00	Eligible
	Copylandia Office Systems Corporation	496,570.00	Eligible



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BIDS AND AWARDS COMMITTEE

Taft Avenue, Manila

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	Philcopy Corporation	555,155.00	Eligible
Lot 2 - Various Consumables (ABC: Php 627,944.00)	Otus Copy Systems, Inc.	343,903.00	Eligible
	Geschaft Equip. Corp.	381,099.52	Eligible
	iSource Asia Business Solutions Corporation	398,757.00	Eligible
	Sonkkens Office Equipment Trading	447,350.00	Eligible

WHEREAS, during the Technical Evaluation conducted by the Technical Representative, **Geschaft Equipment Corporation** and **iSource Asia Business Solutions Corporation** failed to comply and satisfy the Eligibility Documents, particularly the requirements specified in Section VII. Technical Specifications for Lot 1 - Multi-Function Colored Copier;

WHEREAS, on 25 January 2023 (Wednesday), **iSource Asia Business Solutions Corporation** filed a Motion for Reconsideration and, upon thorough review of the BAC, was later granted on 31 January 2023 (Tuesday) and acknowledged receipt by the said bidder also on 31 January 2023 (Tuesday) thru email;

WHEREAS, during the detailed Technical Evaluation conducted by the Technical Representative, **Otus Copy Systems, Inc.** complied and satisfied all the requirements specified in Section VII. Technical Specifications for Lot 2 - Various Consumables of the bidding documents;

WHEREAS, upon arithmetical computation, **iSource Asia Business Solutions Corporation**'s Financial Bid amounting to **Two Hundred Eighty Thousand Eight Hundred Eighty-Eight Pesos (₱ 280,888.00)** with an equivalent of 54.70% (₱ 339,112.00) variance from the ABC was then declared as the Lowest Calculated Bid for Lot 1 - Multi-Function Colored Copier, subject to further evaluation to ascertain, verify, and validate the submitted bid;

WHEREAS, upon arithmetical computation, **Otus Copy Systems, Inc.**'s Financial Bid amounting to **Three Hundred Forty-Three Thousand Nine Hundred Three Pesos (₱ 343,903.00)** with an equivalent of 45.23% (₱ 284,041.00) variance from the ABC was then declared as the Lowest Calculated Bid for Lot 2 - Various Consumables, subject to further evaluation to ascertain, verify, and validate the submitted bid;

WHEREAS, on 27 January 2023 (Friday), the BAC, Technical Working Group (TWG), and BAC Secretariat conducted the Post Qualification assessment on the submitted bids by **Otus Copy Systems, Inc.**, 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, on 8 February 2023 (Wednesday), the BAC, Technical Working Group (TWG), and BAC Secretariat conducted the Post Qualification assessment on the submitted bids by **iSource Asia Business Solutions Corporation**, 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 **iSource Asia Business Solutions Corporation**, its bid of **Two Hundred Eighty Thousand Eight Hundred Eighty-Eight Pesos (₱ 280,888.00)** was found to be responsive;

WHEREAS, upon careful examination, verification and validation of the eligibility, technical and financial requirements submitted by **Otus Copy Systems, Inc.**, its bid of **Three Hundred Forty-Three Thousand Nine Hundred Three Pesos (₱ 343,903.00)** was found to be responsive; and



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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 ISOURCE ASIA BUSINESS SOLUTIONS CORPORATION be declared as the Lowest Calculated Responsive Bid for Lot 1 - Multi-Function Colored Copier, in consideration of its total amount of Bid equal to **Two Hundred Eighty Thousand Eight Hundred Eighty-Eight Pesos (₱ 280,888.00)**;
- b. That OTUS COPY SYSTEMS, INC. be declared as the Lowest Calculated Responsive Bid for Lot 2 - Various Consumables, in consideration of its total amount of Bid equal to **Three Hundred Forty-Three Thousand Nine Hundred Three Pesos (₱ 343,903.00)**;
- c. That we, the members of the Bids & Awards Committee (BAC), as per University Memorandum No. 082, Series of 2022 dated 17 May 2022, 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 ISOURCE ASIA BUSINESS SOLUTIONS CORPORATION and OTUS COPY SYSTEMS, INC., upon adoption and approval of this BAC Resolution.
- e. To recommend the foregoing for the approval of the President of the Philippine Normal University.

RESOLVED, during the Regular Meeting held on **February 9, 2023**, virtually via Google Meet application.

BIDS AND AWARDS COMMITTEE

Resolution No. GD 2022-11-142

ADONIS P. DAVID

Chair

JENITH M. DE GUZMAN
Member

TERESITA T. RUNGUIN
Vice-Chair

MARIE PAZ E. MORALES
Member

GUILLERMO RAUL G. FERNANDEZ
End-User

NIÑO D. NALDOZA
Member

MARS M. MAJUL
Technical Representative

JOHN P. NATIVIDAD
Member

CROMWELL L. VALERIANO
Member

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

February 16, 2023

Ms. PAULINE GEM C. PEÑARANDA
Otus Copy Systems, Inc.
10F MG Tower, 75 Shaw Boulevard,
Mandaluyong City
2631-9454 / 2535-8731 / 0995-9420239 / 0929-3745664
paulinegem.otus@gmail.com

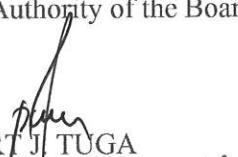
Dear Ms. Peñaranda:

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 Multi-Function Colored Copier and Various Consumables for the SPU 4TH Quarter Stock (Lot 2 - Various Consumables)** 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.

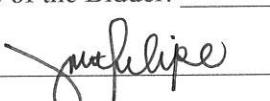
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Chair, Bids and Awards Committee.

Very truly yours,
By Authority of the Board of Regents


BERT J. TUGA
University President *NPW*

I acknowledge receipt of this Notice on (date of receipt) March 3, 2023

Name of the Representative of the Bidder: MICHELLE T. FELIPE

Authorized Signature: 



PURCHASE ORDER
Philippine Normal University
Agency

Supplier: OTUS COPY SYSTEMS, INC.	P.O. No. 23-02-0054
Address: 10F MG Tower, 75 Shaw Boulevard, Mandaluyong City	Date: February 16, 2023
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 30 calendar days
Date of Delivery:	Payment Term:

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<u>Supply and Delivery of</u> <u>Various Consumables for the</u> <u>SPU 4TH Quarter Stock</u>					
	cart	Toner cartridge, for Fuji Xerox ApeosPort C5576 (CT201370), black	5	₱8,084.00	₱40,420.00
	cart	Toner cartridge, for Fuji Xerox ApeosPort C5576 (CT201371), cyan	2	₱12,716.00	₱25,432.00
	cart	Toner cartridge, for Fuji Xerox ApeosPort C5576 (CT201372), magenta	2	₱12,716.00	₱25,432.00
	cart	Toner cartridge, for Fuji Xerox ApeosPort C5576 (CT201373), yellow	2	₱12,716.00	₱25,432.00
	pcs	Waste toner cartridge, CWAA0751	5	₱1,812.00	₱9,060.00
<i>References:</i> BAC Sol# GD 2022-11-142 PR# 22-10-1755 Ref# 9202372					
<i>Page 1 of 3</i>					
(Total Amount in Words) ₱125,776.00					

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,

JOSE M. OCAMPO JR.

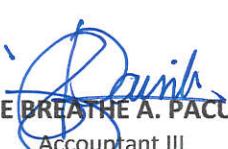
Vice President for Finance and Administration

Conforme:


MICHELLE T. FELIPE

Signature over Printed Name of Supplier

March 3, 2023
Date

Funds Available: ₱343,903	ORS/BURS No.: _____
 JASTINE BREATHE A. PACURIB Accountant III	Amount: _____



PURCHASE ORDER
Philippine Normal University
Agency

Supplier: OTUS COPY SYSTEMS, INC.	P.O. No. 23-02-0054
Address: 10F MG Tower, 75 Shaw Boulevard, Mandaluyong City	Date: February 16, 2023
TIN : 245-110-268-000	Mode of Procurement: Public Bidding

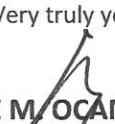
Gentlemen:

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 30 calendar days				
Date of Delivery:	Payment Term:				
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<u>Supply and Delivery of Various Consumables for the SPU 4TH Quarter Stock</u>		Balance Forwarded	₱125,776.00
cart	Toner cartridge, for Fuji Xerox ApeosPort C2560 (CT202496), black		5	₱3,472.00	₱17,360.00
cart	Toner cartridge, for Fuji Xerox ApeosPort C2560 (CT202497), cyan		2	₱8,653.00	₱17,306.00
cart	Toner cartridge, for Fuji Xerox ApeosPort C2560 (CT202498), magenta		2	₱8,653.00	₱17,306.00
cart	Toner cartridge, for Fuji Xerox ApeosPort C2560 (CT202499), yellow		2	₱8,653.00	₱17,306.00
pcs	Waste toner cartridge, CWAA0885		5	₱2,297.00	₱11,485.00
				References: BAC Sol# GD 2022-11-142 PR# 22-10-1755 Ref# 9202372	
(Total Amount in Words)					₱206,539.00

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,


JOSE M. OCAMPO JR.

Vice President for Finance and Administration

Conforme:


MICHELLE T. FELIPE

Signature over Printed Name of Supplier

March 3, 2023

Date

Funds Available: ₱343,903	ORS/BURS No.: _____
	Amount: _____


JASTINE BREATHE A. PACURIB
Accountant III



PURCHASE ORDER
Philippine Normal University
Agency

Supplier: OTUS COPY SYSTEMS, INC.	P.O. No. 23-02-0054
Address: 10F MG Tower, 75 Shaw Boulevard, Mandaluyong City	Date: February 16, 2023
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 30 calendar days
Date of Delivery:	Payment Term:

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply and Delivery of Various Consumables for the SPU 4TH Quarter Stock		Balance Forwarded	₱206,539.00
	cart	Toner cartridge, for Fuji Film Apeos C325Z (CT203486), black	5	₱11,177.00	₱55,885.00
	cart	Toner cartridge, for Fuji Film Apeos C325Z (CT203487), cyan	2	₱12,654.00	₱25,308.00
	cart	Toner cartridge, for Fuji Film Apeos C325Z (CT203488), magenta	2	₱12,654.00	₱25,308.00
	cart	Toner cartridge, for Fuji Film Apeos C325Z (CT203489), yellow	2	₱12,654.00	₱25,308.00
	pcs	Waste toner cartridge, CWAA0980	5	₱1,111.00	₱5,555.00
		Additional Requirements/NOTE: Consumables must be compatible to the existing photocopier of the University.		References: BAC Sol# GD 2022-11-142 PR# 22-10-1755 Ref# 9202372	
<i>Page 3 of 3</i>					

(Total Amount in Words) THREE HUNDRED FORTY-THREE THOUSAND NINE HUNDRED THREE PESOS	₱343,903.00
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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,

JOSE M. OCAMPO JR.

Vice President for Finance and Administration

Conforme:

Michelle T. Felipe
MICHELLE T. FELIPE

Signature over Printed Name of Supplier

March 3, 2023

Date

Funds Available: **₱343,903.00**

JASTINE BREATHE A. PACURIB
JASTINE BREATHE A. PACURIB
Accountant III

ORS/BURS No.: _____

Amount: _____