



SVP

### RESOLUTION TO AWARD

**WHEREAS**, in line with the procedure for Negotiated Procurement - Small Value Procurement, the Bids and Awards Committee ("BAC") posted the Request for Quotation for the **Procurement of Multi-Function Machine with 2 Cassette Trays and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder**, as stated in Purchase Request No. 100-22-05-667 with an Approved Budget for the Contract of **Four Hundred Thousand Pesos Only (Php 400,000.00)**, in the Philippine Government Electronic Procurement System ("PhilGEPS"), at a conspicuous place reserved for this purpose in the premises of the procuring entity, and the City Government website;

**WHEREAS**, in response to the Request for Quotation, the following suppliers/contractors submitted a quotation which were opened on 20 June 2022, and with the following amounts:

SUPPLIER	PRICE OFFER
SVL TRADING INC.	Php 250,699.00
COPYLANDIA OFFICE SYSTEMS	Php 399,980.00

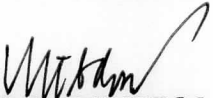
**WHEREAS**, the Pasig City Children's Hospital, as end-user, evaluated the technical specifications of the products offered by the suppliers and found that only the product offered by Copylandia Office Systems complied with all the technical specifications for the Multi-Function Machine with 2 Cassette Trays and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder, as indicated in the comparative matrix on technical specification (refer to Specifications of Multi-Function Machine with 2 Cassette Trays; and Specifications of Multi-function Colored Laser Printer with Reverse Auto Document Feeder);

**WHEREAS**, after deliberation, the BAC determined that **COPYLANDIA OFFICE SYSTEMS** submitted the Lowest Calculated and Responsive Quotation/Proposal amounting to **Three Hundred Ninety-Nine Thousand Nine Hundred Eighty Pesos Only (Php 399,980.00)**;

**WHEREFORE, BE IT RESOLVED**, as it is hereby resolved, that in consideration of the foregoing, the BAC recommends the award of the contract for the **Procurement of Multi-Function Machine with 2 Cassette Trays and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder**, as proposed and submitted by the Pasig City Children's Hospital to **COPYLANDIA OFFICE SYSTEMS** for the total amount of **Three Hundred Ninety Nine Thousand Nine Hundred Eighty Pesos Only (Php 399,980.00)**.

DONE in Pasig City, this July 27, 2022.

**ATTY. JOSEPHINE C. LATI-BAGAOISAN**  
Chairperson



**MELANIE B. DE MESA**  
Member



**ROBERT ANTHONY C. SIY III**  
Member

-Not Present-

**ATTY. RAUL G. CORALDE**  
Member

-Not Present-

**DR. EMMA MEJIA-SANCHEZ**  
Member

Approved:

By the Authority of the City Mayor



**ATTY. JERONIMO U. MANZANERO**  
City Administrator



CITY GOVERNMENT OF PASIG

Agency Name

Supplier : **COPYLANDIA OFFICE SYSTEMS CORP.**

P.O. No. : 22-08-1889

Address : SGT. Bumatay, Corner Katarungan, Brgy. Plainview, Mandaluyong City

Date : August 18, 2022

Mode of Procurement: SMALL VALUE PROCUREMENT

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

Place of Delivery : Pasig City Children's Hospital

Delivery Term : 30 Calendar days

Date of Delivery : \_\_\_\_\_

Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	UNIT	1	Multi-function Machine with 2 Cassette Tray + 1 bypass tray, DF, and steel table with initial consumables, DEVELOP INEO Copier, Printer, Scanner Printing and Copying speed Paper Feeder Paper Format Printable Area Warm up time Weight Controller Memory GB Resolution Network protocols Emulation Interfaces Driver 2003/2003R2/2008/2008R2 (32/64) Print Functions and OOXML (DOCX, XLSX, PPTX): mix media and mixplex "Easy set job programming; overlay; watermark; carbon copy print Mobile printing: Wifi direct (optional); inoiprint (iOS & android); Pagescopemobile (iOS & Android; NFC Authentication and Pairing (Android) Type of scanning	299,990.00	299,990.00
				<b>SUBTOTAL :</b>	<b>Php 299,990.00</b>

Control No. **3677**

**Total Amount in Words** Two Hundred Ninety-nine Thousand Nine Hundred Ninety Pesos Only.

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

Conforme :

*[Signature]*  
**ROMEO A. PECHON, JR.**  
 (Signature over printed name of Supplier)  
SEP 1, 2022  
 Date

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. :

*[Signature]*  
**JOSELITO T. MORETE, MD, MMOA, DPB**  
 (Authorized Official)

Funds Available :

**JUVY A. CUENCO**  
 Chief Accountant

Amount : \_\_\_\_\_

OBR No. : \_\_\_\_\_





CITY GOVERNMENT OF PASIG

Agency Name

Supplier : **COPYLANDIA OFFICE SYSTEMS CORP.** P.O. No. : **22-08-1889**  
 Address : **SGT. Bumatay, Corner Katarungan, Brgy. Plainview, Mandaluyong City** Date : **August 18, 2022**  
 Mode of Procurement: **SMALL VALUE PROCUREMENT**

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

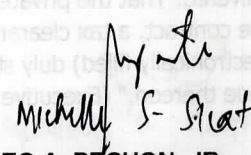
Place of Delivery : **Pasig City Children's Hospital** Delivery Term : **30 Calendar days**  
 Date of Delivery : \_\_\_\_\_ Payment Term : **within 45 days upon completion of delivery**

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			WebDAV/Me/Home/USB/DPWS, Network Twain Resolution Max 600 x 600 dpi Scanning Speed Range 45-50 opm(colour/black & white) Size of originals Max A3 Scanning formats TIFF, PDF, Compact PDF, JPEG, XPS, Compact XPS, pptx, docx, xlsx, searchable PDF, PDF/A, linearized PDF Document Feeder A6-A3 ( 100 originals) Copy-pre-selection 1-9999 or higher Zoom 25-400% in 0.1 % steps auto-zooming First A4 copy 5.3 seconds or lower Memory Range to 2-5GB RAM Hard disk Range to 250-300 GB Copier Functions Chapter, cover and page insertion, proof copy (print/screen) adjustment test print, digital art functions, job setting memory, poster mode, image repeat, overlay (opt), stamping HD-polymerised toner for superior image quality Consumables/spareparts shall be available in the next five (5) years from the date of manufacture spareparts and consumable will not increase by more than 10% in the next two (2) years. Supplier must have service centers nationwide Not more than P 30,000 cost maintenance kit, spareparts not more than 30% of the total unit cost of equipment. Available nationwide both consumables and spareparts. Nationwide Branches-please attached service centers Toner Capacity: Range 23,000-25,000 prints Toner price- P 10,000 or lower Drum capacity : 100,000 prints or higher Developer capacity-600,000 prints or higher External Document Shredder with Automatic Feeder Eco smart 0.1 watt in stand by mode Quantity sheets- 150-170 sheets, 80 gsm Cutting capacity manual- Range to 6-7 sheets, 80 gsm		

Control No. **3677** SUBTOTAL : **Php 299,990.00**

Total Amount in Words **Two Hundred Ninety-nine Thousand Nine Hundred Ninety Pesos Only.**

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

Conforme :   
**ROMEO A. PECHON, JR.**  
 (Signature over printed name of Supplier)  
 Date **Aug 1, 2022**

Very truly yours,  
**VICTOR MA. REGIS N. SOTTO**  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. : **JOSELITO T. MORETE, MD, MMOA, DPB**  
 Funds Available : **JUVY A. CUENCO**  
 Amount : \_\_\_\_\_  
 OBR No. : \_\_\_\_\_



Supplier : **COPYLANDIA OFFICE SYSTEMS CORP.**  
 Address : SGT. Bumatay, Corner Katarungan, Brgy. Plainview, Mandaluyong City

P.O. No. : 22-08-1889  
 Date : August 18, 2022  
 Mode of Procurement: SMALL VALUE PROCUREMENT

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

Place of Delivery : Pasig City Children's Hospital  
 Date of Delivery : \_\_\_\_\_

Delivery Term : 30 Calendar days  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			Weight- Range to 19.4 to -20kg Direct /Exclusive Distributor from the Manufacturer 1 year warranty Lifetime free service Additional Requirements: * Must be able to comply with the specifications provided in the technical description. * Must provide demo machines of the proposed bid within Post Evaluation process. * Lifetime free service provided that all consumables purchase from exclusive supplier. * One year warranty on parts. Free regular monthly check up. Unlimited product training on machine operations.  Warranty on Parts (against manufacturing defects only): 200,000 copies or 1 year, whichever comes first Warranty on Service: Lifetime Free Service Terms: 30 days		
				<b>SUBTOTAL :</b>	<b>Php 299,990.00</b>

Control No. **3677**

**Total Amount in Words** *Two Hundred Ninety-nine Thousand Nine Hundred Ninety Pesos Only.*

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

Conforme :   
ROMEO A. PECHON, JR.  
 (Signature over printed name of Supplier)  
Sept 1, 2022  
 Date

Very truly yours,  
VICTOR MA. REGIS N. SOTTO  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. :  
  
**JOSELITO T. MORETE, MD, MMOA, DPB**  
 (Authorized Official)

Funds Available :  
**JUVY A. CUENCO**  
 Chief Accountant

Amount : \_\_\_\_\_  
 OBR No. : \_\_\_\_\_





CITY GOVERNMENT OF PASIG

Agency Name

Supplier : COPYLANDIA OFFICE SYSTEMS CORP.
Address : SGT. Bumatay, Corner Katarungan, Brgy. Plainview, Mandaluyong City

P.O. No. : 22-08-1889
Date : August 18, 2022
Mode of Procurement: SMALL VALUE PROCUREMENT

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

Place of Delivery : Pasig City Children's Hospital
Date of Delivery :

Delivery Term : 30 Calendar days
Payment Term : within 45 days upon completion of delivery

Table with 5 columns: ITEM NO., UNIT, QTY, DESCRIPTION, UNIT COST, AMOUNT. Item 2: Multi-Function Colored Laser Printer with Reverse Auto Document Feeder (Legal Size Only). Includes detailed specifications like speed, memory, and toner capacity.

Purchase of Multi-function Machine with 2 Cassette Tray and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder for the use of Pasig City

Control No. 3677 GRAND TOTAL : Php 399,980.00

Total Amount in Words Three Hundred Ninety-nine Thousand Nine Hundred Eighty Pesos Only.

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

Conforme :

Signature of Romeo A. Pechon, Jr.

ROMEO A. PECHON, JR.
(Signature over printed name of Supplier)

Date: Sept 1, 2022

Very truly yours,

VICTOR MA. REGIS N. SOTTO
(Authorized Official)

City Mayor

Requisitioning Office/Dept. : JOSELITO T. MORETE, MD, MMOA, DPB

Funds Available : JUVY A. CUENCO

Amount : 399,980-
100-2062,06-
OBR No. : 0209-4431



CITY OFFICE OF PASIG

Agency Name

Supplier : **COPYLANDIA OFFICE SYSTEMS CORP.**  
Address : SGT. Bumatay, Corner Katarungan, Brgy. Plainview, Mandaluyong City

P.O. No. : 22-08-1889  
Date : August 18, 2022  
Mode of Procurement: SMALL VALUE PROCUREMENT

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

Place of Delivery : Pasig City Children's Hospital Delivery Term : 30 Calendar days  
Date of Delivery : \_\_\_\_\_ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			System Dimension:W-420mm x D-528mm x H-572 System weight:Approx. 39 kg. Direct Supplier/Exclusive Distributor 1 year warranty Lifetime free service  Delivery: Within 15 to 30 Calendar days upon receipt and confirmation of Purchase Order. ***** Nothing Follows *****		
Purchase of Multi-function Machine with 2 Cassette Tray and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder for the use of Pasig City					

Control No. **3677** GRAND TOTAL : **Php 399,980.00**

Total Amount in Words Three Hundred Ninety-nine Thousand Nine Hundred Eighty Pesos Only.

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

Conforme :   
ROMEO A. PECHON, JR.  
(Signature over printed name of Supplier)  
Aug 1, 2022  
Date

Very truly yours,  
  
VICTOR MA. REGIS N. SOTTO  
(Authorized Official)  
City Mayor

Requisitioning Office/Dept. :  
  
JOSELITO T. MORETE, MD, MMOA, DPB

Funds Available :  
  
JUVY A. CUENCO

Amount : ₱ 399,980.-  
100-2022-06-  
OBR No. : 0249-4031





# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : <b>COPYLANDIA OFFICE SYSTEMS CORP.</b>	P.O. No. : <u>22-08-1889</u>
Address : <u>SGT. Bumatay, Corner Katarungan, Brgy. Plainview, Mandaluyong City</u>	Date : <u>August 18, 2022</u>
	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>Pasig City Children's Hospital</u>	Delivery Term : <u>30 Calendar days</u>
Date of Delivery : _____	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			System Dimension:W-420mm x D-528mm x H-572 System weight:Approx. 39 kg. Direct Supplier/Exclusive Distributor 1 year warranty Lifetime free service  Delivery: Within 15 to 30 Calendar days upon receipt and confirmation of Purchase Order. ***** Nothing Follows *****		
Purchase of Multi-function Machine with 2 Cassette Tray and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder for the use of Pasig City					

Control No. <b>3677</b>	<b>GRAND TOTAL :</b>	<b>Php 399,980.00</b>
<b>Total Amount in Words</b>	<i>Three Hundred Ninety-nine Thousand Nine Hundred Eighty Pesos Only.</i>	

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

Conforme : *Romeo A. Fechon, Jr.*  
**ROMEO A. FECHON, JR.**  
 (Signature over printed name of Supplier)  
Sept 1 2022  
 Date

Very truly yours,  
*Victor Ma. Regis N. Sotto*  
**VICTOR MA. REGIS N. SOTTO**  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. : <u><i>IT</i></u>	Funds Available : <u><i>[Signature]</i></u>	Amount : <u>₱ 399,980.-</u> <u>100-2022-06</u>
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**NOTICE TO PROCEED**

September 01, 2022  
Date

**COPYLANDIA OFFICE SYSTEMS**

Sgt. Bumatay, Corner Katarungan,  
Brgy. Plainview, Mandaluyong City

Dear Sir/Madam:

We wish to inform you that your contract for the **Procurement of Multi-Function Machine with 2 Cassette Trays and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder** for the use of the Pasig City Children's Hospital under Purchased Request No. 100-22-05-667, covered by Purchase Order No. 22-08-1889 has been duly approved.

You are hereby directed to perform your obligations as stipulated in the contract. No revisions of the contract shall take effect unless approved in writing by this office.

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**  
City Mayor

By authority of the City Mayor:

  
**ATTY. JERONIMO U. MANZANERO**  
City Administrator

  
Conforme: **ROMEO A. PECHON, JR.**  
**Authorized Representative**  
**COPYLANDIA OFFICE SYSTEMS**

Date: Sept 1, 2022



## NOTICE OF AWARD

August 03, 2022

Date

### **COPYLANDIA OFFICE SYSTEMS**

Sgt. Bumatay, Corner Katarungan,  
Brgy. Plainview, Mandaluyong City

Dear Sir/Madam:

In connection with the NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT for the **Procurement of Multi-Function Machine with 2 Cassette Trays and Multi-Function Colored Laser Printer with Reverse Auto Document Feeder** for the use of the Pasig City Children's Hospital under Purchase Request No. 100-22-05-667, the Bids and Awards Committee resolved to recommend the award of the contract to **COPYLANDIA OFFICE SYSTEMS** in the amount of **Three Hundred Ninety Nine Thousand Nine Hundred Eighty Pesos Only (Php 399,980.00)**.

This serves as formal notice of the award of the contract in your favor. You are hereby requested to execute the contract with the City and to submit relevant documents as required under the Implementing Rules and Regulations of R.A. 9184, if any, within ten (10) calendar days upon receipt of this Notice. Failure to execute the contract and to submit relevant documents (as applicable) within the above-mentioned period may result in the cancellation of the award of the contract in your favor.

Very truly yours,

**VICTOR MA. REGIS N. SOTTO**

City Mayor

By authority of the City Mayor:

**ATTY. JERONIMO U. MANZANERO**  
City Administrator

*my name*  
MICHAEL B. SORAT

Conforme: ROMEO A. PECHON, JR.  
**Authorized Representative**  
**COPYLANDIA OFFICE SYSTEMS**

Date: Aug 16, 2022