

# PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier:

**PHILCOPY CORPORATION**

Address:

Abadilla Building, Hermana Fausta Cor Enriquez St., Brgy. XI

Lucena City

Tel.Fax No.:

373 7839

Supplier Registered with:

Security and Exchange Commission

PO No. **2023-04-035**

Date: **9-May-23**

Terms of Payment: **ON ACCOUNT**

Mode of Procurement: **DIRECT CONTRACTING**

Please deliver to this office within 30 days from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	2	ctdg	Toner Cartridge, Kyocera TK-6309, Black	16,540.00	33,080.00
2	30	ctdg	Toner Cartridge, Kyocera TK-3114, Black	9,320.00	279,600.00
					<b>312,680.00</b>
			Less Taxes: 5% VAT	13,958.93	
			1% EWT	2,791.79	16,750.72
			<b>TOTAL AMOUNT</b>		<b>295,929.28</b>
			<b>Purchase Request No:</b>	<b>2023-01-062</b>	
			<b>Date:</b>	<b>26-Apr-23</b>	



## Terms & Conditions:

- PhilHealth shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
- If the date of receipt of the Purchase Order / PO by the supplier is not indicated, it shall be deemed received on the day it was acknowledge to have been received by a representative either through fax or email.
- Delivery of the above item(s) shall be made within the delivery period from Mondays to Fridays 8am to 5pm. Supplier are advised to inform Procurement Section atleast two (2) days before the delivery. All item(s) shall be delivered and accepted by the Property and Supply Unit at PhilHealth Regional Office IV-A, Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City.
- Delivery Receipt and Sales Invoice shall be required to one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery. With provision for a back-up unit in case of repair.
- The contracting parties undertake to comply with Office Order No. 0018-2015 entitled Reiteration of PhilHealth No Gift Policy (Revision 1) which is deemed incorporated into this Contract. No PhilHealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group or association, or juridical entity, whether from the public or private sector, at anytime, on or off the work premises where such gift is given in the course of official duties or which in connection with any transaction which may affect the functions of their office or influence the actions of directors or employees, or create the appearance of a conflict of interest.

Very truly yours,

**BENJIE A. CUVINAR**

Division Chief IV, MSD

Certified Budget Available:		Funds Available in the amount of:	312,680.00	APPROVED:
<b>MA. PAMELA B. LEYNES</b> Fiscal Controller II		<b>ARON R. RIANO</b> Fiscal Controller IV		<b>DANILO M. REYNES, MD, MPA</b> RVP, PRO IVA
With in the COB: <b>2023-COB</b>				
Expense Code: <b>5020301001</b>				
Budget: <b>349,173.72</b>				
Remarks:				
Conforme:  Signature over Printed Name and Position of Authorized Representative				Received Copy of PO:  Date: <b>5/16/23</b>

# PURCHASE ORDER

OFFICE/DEPARTMENT: MSD-Admin

Supplier: **PHILCOPY CORPORATION**

Address: Abadilla Building, Hermana Fausta Cor Enriquez St., Brgy. XI  
Lucena City

Tel.Fax No.: 373 7839

Supplier Registered with: Security and Exchange Commission

 PO No. **2023-04-035**

 Date: **9-May-23**

Terms of Payment: **ON ACCOUNT**

Mode of Procurement: **DIRECT CONTRACTING**

 Please deliver to this office within 30 days from receipt hereof of the following:


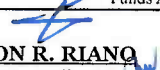

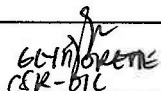
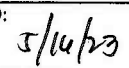
NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
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2	30	ctdg	Toner Cartridge, Kyocera TK-3114, Black	9,320.00	279,600.00
					<b>312,680.00</b>
			Less Taxes: 5% VAT	13,958.93	
			1% EWT	2,791.79	16,750.72
			<b>TOTAL AMOUNT</b>		<b>295,929.28</b>
			<b>Purchase Request No:</b>	<b>2023-01-062</b>	
			<b>Date:</b>	<b>26-Apr-23</b>	

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- PhilHealth shall impose equivalent to 1/10 of 1 percent of the total value of the undelivered order for each day of delay as liquidated damages.
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Very truly yours,

**BENJIE A. CUVINAR**  
 Division Chief IV, MSD

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 <b>MA. PAMELA B. LEYNES</b> Fiscal Controller II		 <b>ARON R. RIANO</b> Fiscal Controller IV		 <b>DANILO M. REYNES, MD, MPA</b> RVP, PRO IVA
With in the COB: <b>2023-COB</b> Expense Code: <b>5020301001</b> Budget: <b>349,173.72</b> Remarks:				
Conforme:  Signature over Pinned Name and Position of Authorized Representative		Received Copy of PO:  Date		



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PhilHealth Regional Office IV-A**  
📍 Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City  
☎ (042) 373-7554 🌐 www.philhealth.gov.ph  
📱 PhilHealthRegion4A 🐦 teamphilhealth

## Notice to Proceed

May 15, 2023

**MR. ALLAN ARENAS**  
Branch Manager  
Philcopy Corporation  
Abadilla Bldg. Hmna Fausta cor  
Enriquez Brgy. XI  
Lucena City

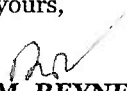
Dear Mr. Arenas:

The attached **Purchase Order No. 2023-04-035**, having been approved, notice is hereby given to **Philcopy Corporation**, that the **supply and delivery of various IT supplies for 1<sup>st</sup> and 2<sup>nd</sup> Quarter of PRO IVA** shall commence on **May 16, 2023**.

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 stated in the Purchase Order/Job Order.

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 PhilHealth Region IVA.

Very truly yours,

  
**DANILO M. REYNES, MD, MPAW**  
Regional Vice President, PRO IVA

I acknowledge receipt of this Notice on 5/16/23

Name of the Representative of the Bidder: LOYN ORRESTE

Authorize Signature: 

## CERTIFICATION

This is to certify that the attached **PURCHASE ORDER/S** between **PHILIPPINE HEALTH INSURANCE CORPORATION REGIONAL OFFICE IVA** and the following Suppliers.

PO NO.	SUPPLIER	PARTICULARS	PO AMOUNT
2023-04-035	PHILCOPY CORPORATION	◦ 2 Toner Cartridge, Kyocera TK-6309, Black ◦ 30 Toner Cartridge, Kyocera TK-3114, Black	Php312,680.00

*\*Inclusive of taxes*

This purchase order/s passed through the office of the undersigned for initial legal review and evaluation and its certification pertains strictly to the review of provisions contained in the subject draft agreement and presumes that the procurement process was done accordingly pursuant to Republic Act 9184.

Issued this 16<sup>th</sup> day of May 2023.

  
**ATTY. JIANDRA CARMELA P. PANGANIBAN**  
Attorney IV, Legal Office

**PHILHEALTH REGION IVA**  
Procurement Unit  
**RECEIVED**

  
**MAY 16 2023**

**ALLAN JEFFREY DATINGUINOO**  
Name & Signature

Title of Procurement: **PROCUREMENT OF IT SUPPLIES**  
**(DIRECT CONTRACTING)**

**CERTIFICATION**

This is to certify that this procurement was conducted in accordance with R.A No. 9184, the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations (RIRR).



**ATTY. JIANDRA CARMELA P. PANGANIBAN**  
PRO BAC, Chairperson

Noted by:

**DANILO M. REYNES, MD, MPA**  
Regional Vice President

## CERTIFICATE OF AVAILABILITY OF FUNDS (CAF)

Cost Center	Various	ROF#:	2023-0083	05/10/2023
		CAF#:	2023-0083	05/10/2023
Particulars			Account Code (to be filled out by Budget)	Amount

PROCUREMENT OF IT SUPPLIES.

5020301001







₱312,680.00

**Payee:** PHILCOPY CORPORATION

**Reference:** PO NO. 2023-04-035

**TOTAL**

**₱312,680.00**




REQUESTED BY	FUNDS AVAILABLE	CERTIFICATION
Certified: Charges to budget necessary, lawful and under my direct supervision  Signature:  Printed Name: <b>Joseph Adrian R. Rejano</b> Position: <b>AO III</b> Office: <b>ADMIN</b> Date:  Remarks:	Certified: Budget available and earmarked for the purpose, as indicated above  Signature:  Printed Name: <b>Ma. Pamela B. Leynes</b> Position: <b>Budget Officer - Designate</b> Office: <b>MSD-FMS</b> Date:  Remarks:	Certified: Funds available for disbursement herein described; in the amount specified  Signature:  Printed Name: <b>Aron R. Riano</b> Position: <b>Fiscal Controller IV</b> Office: <b>MSD-FMS</b> Date:  Remarks:



## CERTIFICATE OF AVAILABILITY OF FUNDS (CAF)

Cost Center	Various	ROF#:	2023-0083	05/10/2023
		CAF#:	2023-0083	05/10/2023
Particulars			Account Code (to be filled out by Budget)	Amount

PROCUREMENT OF IT SUPPLIES.			5020301001	₱312,680.00
Payee: PHILCOPY CORPORATION				
Reference: PO NO. 2023-04-035				
<b>TOTAL</b>				<b>₱312,680.00</b>

REQUESTED BY	FUNDS AVAILABLE	CERTIFICATION
Certified: Charges to budget necessary, lawful and under my direct supervision  Signature:  Printed Name: <u>Joseph Adrian R. Rejano</u> Position: <u>AO III</u> Office: <u>ADMIN</u> Date: <u>5/11</u> Remarks:	Certified: Budget available and earmarked for the purpose, as indicated above  Signature:  Printed Name: <u>Ma. Pamela B. Leynes</u> Position: <u>Budget Officer - Designate</u> Office: <u>MSD-FMS</u> Date: <u>5/11/23</u> Remarks:	Certified: Funds available for disbursement herein described; in the amount specified  Signature:  Printed Name: <u>Aron R. Riano</u> Position: <u>Fiscal Controller IV</u> Office: <u>MSD-FMS</u> Date: <u>MAY 11 2023</u> Remarks:

BEF - 4

**CHECKLIST OF DOCUMENTARY REQUIREMENT  
FOR CERTIFYING BUDGET AVAILABILITY FOR CERTIFICATE  
OF AVAILABILITY OF FUNDS (CAF)**

Subject: Procurement of IT supplies

Gross Budgetary Requirement: ₱ 712, 680.00

1 ( ) ☒ Duly certified Abstract/ Matrix of canvass supported with the latest quotations from at least three (3) suppliers or copy of Certificate of Sole Distributorship

2 ( ) ☒ Copy of Corporate Personnel Order, if applicable

3 ( ) ☒ Copy of Contract, if applicable / PO 2023-04-035

4 ( ) ☒ Copy of approved Terms of reference (TOR), if applicable ITech spec

5 ( ) ☒ Copy of the approved Request for Realignment of Funds (ReRef), if applicable

6 ( ) ☒ Breakdown of budgetary requirement per object of expenditures, if the activity/item to be conducted/procured is chargeable to various office

7 ( ) ☒ List of Distribution per cost center, if the item to be conducted/procured is chargeable to various office

8 ( ) ☒ Copy of approved ABC, if applicable

9 ( ) ☒ Two (2) copies of properly filled up CAF Form

10 ( ) ☒ Strategic Objectives (StObs) \_\_\_\_\_

Remarks:

Prepared by:

Ma. Pamela B. Luyas

Printed Name and Signature  
(Budget Officer/Designate)



## Notice of Award

April 28, 2023

**MR. ALLAN ARENAS**  
Branch Manager  
Philcopy Corporation  
Abadilla Bldg. Hmna Fausta cor  
Enriquez Brgy. XI  
Lucena City

Dear Mr. Arenas:

Please be informed that your price quotation **for the supply and delivery of various IT supplies of PRO IVA**, at a contract price of **THREE HUNDRED TWELVE THOUSAND SIX HUNDRED EIGHTY PESOS ONLY (P 312,680.00)** is hereby accepted.


Item/Description	Quantity	Quoted Price
Toner Cartridge, Kyocera TK-6309, Black	2 ctdg	P 33,080.00
Toner Cartridge, Kyocera TK-3114, Black	30 ctdg	P 279,600.00

Very truly yours,

  
**DANILO M. REYNES, MD, MPA**  
Regional Vice President, PRO IVA

**Conforme:**

Name: Janice Rivera

Signature: 

Position: CSR

Date: 05-05-23

30880

**PURCHASE REQUEST (PR)**  
**PhilHealth Regional Office IVA**

 Department / Office : PRO IV-A  
 Division : ADMIN

 PR No. : 2023-01-062  
 Date : APR 26 2023

Item No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Total Cost
1	ctdg	PRINTER CONSUMABLES (For Existing Printers) Drum Cartridge, Fuji Xerox CT351089 (compatible with DocuCentre-V 1060/2060/3060/3065)	1	21,810.46	21,810.46
2	ctdg	PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-6309, Black	2	17,684.16	35,368.32
3	ctdg	PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-3114, Black	30	10,460.18	313,805.40
*****nothing follows*****					
		C.O.B. / Trust : <u>2023 COB</u>			
		Expense Code : <u>5 02 03 010 01</u>			
		Charge to : <u>Admin / Item 2</u>			
		Budget Limit : <u>21,810.46 / 349,133.72</u>			
		Signature : <u>Ma. Pamela B. Leynes</u>			
				<b>Grand Total</b>	<b>370,984.18</b>

We certify that the items and corresponding amount listed above are based on the CY 2023 COB and within the approved 2023 APP. All items requested under this PR SHALL NOT, hereinafter, be available for realignment, unless cancelled within the prescribed period.

PURPOSE: for Office use (Procurement of IT Supplies for 1st qtr &amp; 2nd qtr)

Direct Contracting

Prepared and Recommended by:		Approved By:	
Signature :	<u>[Signature]</u>	Signature :	<u>[Signature]</u>
Printed Name :	<b>CECILIA I. PUREZA</b>	Printed Name :	<b>BENJIE A. CUVINAR</b>
Designation :	<b>OIC, GSU</b>	Designation :	<b>MSP Head</b>
Date :	<u>4/25/23</u>	Date :	<u>4/25/23</u>

Republic of the Philippines  
**Philippine Health Insurance Corporation**  
Project Procurement Management Plan  
Calendar Year 2023

**Philhealth Regional Office IVA**

Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	SCHEDULE FOR EACH PROCUREMENT ACTIVITY					Remarks	
								Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed		Delivery Completion
2nd Quarter														
Procurement of Regular Office Supplies														
TRANSPARENCY FILM for OHP/PPC, 210mm x 297mm, (A4), 100s/box	1,440.00	Shopping	05-May	08-May							15-May	30-May		
TRANSPARENCY HOLDER size: Legal, Refillable, Cover: Opaque Plastic, size: 345mm x 235mm(min.), Thickness: 0.5mm(min.), Pocket: Transparent plastic, Thickness: 0.04m(min.), No. of Pockets: twenty (20); color: assorted (bac	192.00	Shopping	05-May	08-May							15-May	30-May		
TWINE Plastic, one kilo per roll	2,047.50	Negotiated Procurement - Agency to Agency	12-Apr	13-Apr						20-Apr	15-May	30-May		
Procurement of IT Supplies														
PRINTER CONSUMABLES (For Existing Printers) Drum Cartridge, Fuji Xerox CT351089 (compatible with DocuCentre-V 1060/2060/3060/3065 )	21,810.46	Direct Contracting	04-Apr	05-Apr						14-Apr	17-Apr	12-May	15-May	30-May
PRINTER CONSUMABLES (For Existing Printers) Ribbon Cartridge for Epson LX-310 Dot Matrix Printer, S015632, Black	665.60	Negotiated Procurement - Agency to Agency	12-Apr	13-Apr						20-Apr	15-May		30-May	

*Republic of the Philippines*  
**Philippine Health Insurance Corporation**  
 Project Procurement Management Plan  
 Calendar Year 2023

**Philhealth Regional Office IVA**

Procurement Program/Project	Approved Budget for Contract (ABC)	Mode of Procurement	SCHEDULE FOR EACH PROCUREMENT ACTIVITY											Remarks
			Pre-Proc Conference	Ads/Post of ITB	Pre-Bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion	
1st Quarter														
Procurement of Office Equipment														
AIR CON FLOOR MOUNTED TYPE; 4.0 HP Inverter Type split package airconditioning unit, 220 V, 1 Phase including installation (labor & materials)	2,110,836.00	Public Bidding	02-Jan	03-Jan	10-Jan		11-Jan	23-Jan	30-Jan	02-Feb	27-Feb	02-Mar	17-Mar	
Procurement of IT Supplies														
PRINTER CONSUMABLES (For Existing Printers) Drum Cartridge, Konica Minolta DR312 (A7Y00RD)	25,302.96	Negotiated Procurement - Small Value Procurement	11-Jan	12-Jan						19-Jan		13-Feb	28-Feb	
PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, HP CF214A (HP14A), Black	10,559.22	Shopping	03-Feb	06-Feb								13-Feb	28-Feb	
PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, HP CF283A (HP83A)	85,150.00	Negotiated Procurement - Agency to Agency	11-Jan	12-Jan						19-Jan		13-Feb	28-Feb	
PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-6309, Black	35,368.32	Direct Contracting	05-Jan	06-Jan					13-Jan	16-Jan	10-Feb	13-Feb	28-Feb	
PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-3114, Black	313,805.40	Direct Contracting	05-Jan	06-Jan					13-Jan	16-Jan	10-Feb	13-Feb	28-Feb	
2nd Quarter														

**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**Procurement of IT Supplies for 1st qtr & 2nd qtr**  
within PRO IVA

Contract Duration: CY 2023

ABC No: 2023 - 0084  
Date: APRIL 26, 2023

ITEM NO. (a)	DESCRIPTION (b)	QTY (c)	UNIT (d)	CURRENT MARKET PRICE (e)	No. Of Days/Nights (If Applicable) (f)	Sub-Total (g)=[(c) (e) (f)]	5% Contingency for Price Escalation (h)=[(g) (5%)]	TOTAL COST (i) =(g)+(h)
1	PRINTER CONSUMABLES (For Existing Printers) Drum Cartridge, Fuji Xerox CT351089 (compatible with DocuCentre-V 1060/2060/3060/3065)	1	ctdg	21,810.46		21,810.46		21,810.46
2	PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-6309, Black	2	ctdg	17,684.16		35,368.32		35,368.32
3	PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-3114, Black	30	ctdg	10,460.18		313,805.40		313,805.40
<b>TOTAL</b>								<b>370,984.18</b>

Prepared by:

Certified Funded in COB

Recommended by:

Approved:

CECILIA I. PUREZA  
AO II

ARON R. RIANO  
Head, FMS

BENJIE A. CUVINAR  
MSD Chief

DANILO M. REYNES, MD, MPA  
RVP, PRO IVA

<b>TECHNICAL SPECIFICATIONS</b> Procurement of IT Supplies for 1st qtr & 2nd qtr			
Item No.	Qty	Unit	Item Description and Minimum Specifications
1	1	ctdg	PRINTER CONSUMABLES (For Existing Printers) Drum Cartridge, Fuji Xerox CT351089 (compatible with DocuCentre-V 1060/2060/3060/3065)
2	2	ctdg	PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-6309, Black
3	30	ctdg	PRINTER CONSUMABLES (For Existing Printers) Toner Cartridge, Kyocera TK-3114, Black

 Delivery Period: **30 days**


Prepared by:

  
**CECILIA I. PUREZA**  
 AO II

Noted by:

  
**JOSEPH ADRIAN R. REJANO**  
 OIC, Administrative Services Section

Recommended by:

  
**BENJIE A. CUVINAR**  
 MSD Chief

Approved by:

  
**DANILO M. REYNES, MD, MPA**  
 RVP, PRO IVA



March 2023

Document reference: TD/PH/23030101

Philcopy Corporation  
PO Box 5190, Philcopy Bldg.,  
793, J. Rizal St., Makati,  
Metro Manila, Philippines

Attention: Mr. Efren Lim Quidilla  
President

Sworn Certificate of Guarantee  
Exclusive Distributorship Agreement

We, KYOCERA Document Solutions Asia Limited appoint Philcopy Corporation as an exclusive distributor in marketing and servicing KYOCERA Document Solutions brand multi-functional products, laser printers and multi-functional peripheral, software solutions, including related consumables and spare parts in the Philippines. Therefore, Philcopy Corporation is responsible for sales and after sales service for the said products.


This certificate is valid till 31<sup>st</sup> March, 2024.

Yours faithfully,

KYOCERA Document Solutions Asia Limited

  
Takuma KIMURA, President

In witness of signature

(1)   
Motochi Kiyosuke, Vice President  
KYOCERA Document Solutions Asia Limited

**CERTIFIED TRUE COPY:**

  
\_\_\_\_\_

(2) \_\_\_\_\_  
Moses Mui Wai Kwong, Vice President  
KYOCERA Document Solutions Asia Limited

TO ALL TO WHOM THESE PRESENTS SHALL COME :

I, **FREDERICK KA-CHONG KAN**,

of Hong Kong,


a *Special Administrative Region of the People's Republic of China*,

*Notary Public*

duty authorised and qualified to practise in the Hong Kong Special Administrative Region of the People's Republic of China **DO HEREBY CERTIFY THAT:**

1. The paper writing annexed hereto is a Sworn Certificate of Guarantee Exclusive Distributorship Agreement dated 1 March 2023 which was signed, for and on behalf of KYOCERA Document Solutions Asia Limited (京瓷文档系统亚洲有限公司) (the "Company"), a company incorporated under the Companies Ordinance, Cap. 32, Laws of Hong Kong, by its director, Mr. Takuma KIMURA (holder of Japanese Passport bearing No. TR5627506); and
2. To the best of my knowledge and belief, the signature of the said Mr. Takuma KIMURA subscribed to the said Sworn Certificate of Guarantee Exclusive Distributorship Agreement is the signature of the said Mr. Takuma KIMURA which I have compared with his signatures on documents filed with the Companies Registry.

IN **TESTIMONY** whereof I have hereunto subscribed my name and affixed my Seal of Office this 3<sup>rd</sup> day of March, Two Thousand and Twenty Three.

  
**FREDERICK KA-CHONG KAN**  
Notary Public, Hong Kong SAR,  
Suites 3104-6, Central Plaza,  
18 Harbour Road,  
Hong Kong

**CERTIFIED TRUE COPY:**



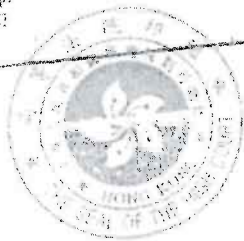
This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and where appropriate, the identity of the seal or stamp which the public document bears. This Apostille does not certify the content of the document for which it was issued. To verify the issuance of this Apostille, see: [https://www.hkjc.org/eng/publicaffairs/eng\\_services/eng\\_services/apostille\\_verification.html](https://www.hkjc.org/eng/publicaffairs/eng_services/eng_services/apostille_verification.html)  
此項公證只證明簽署人及簽署人簽署文件之真實性，並證明簽署人簽署文件之身份，並證明簽署人簽署文件之身份。此項公證並不證明文件之內容。要核實此項公證之發出，請參閱：  
[https://www.hkjc.org/eng/publicaffairs/eng\\_services/eng\\_services/apostille\\_verification.html](https://www.hkjc.org/eng/publicaffairs/eng_services/eng_services/apostille_verification.html)

APOSTILLE  
(Convention de La Haye du 5 octobre 1961)

1. Country: Hong Kong, China  
國家/地區: 中國香港
2. This public document has been signed by: Kan Ka Chong Frederick  
此公證文件: 簽署人
3. acting in the capacity of: Notary Public  
執行事務之身份: 公證人
4. bears the seal / stamp of: Kan Ka Chong Frederick  
蓋有公證人印

5. at: High Court  
地點: 高等法院
6. by: Simon KWANG  
由: 鄺卓宏  
Registrar, High Court  
高等法院司法常務官
7. No: 20805 / 2023  
編號
8. Seal / stamp: 蓋章/蓋印
9. Certified  
加蓋證明
10. the 08 MAR 2023  
於 2023 年 03 月 08 日
11. Signature: [Signature]  
簽署

Reference Code: 093EF415



CERTIFIED TRUE COPY:

[Signature]

APRIL 26, 2023

PHILIPPINE HEALTH INSURANCE CORPORATION - R IV A  
LUCENA CITY, QUEZON

Attention: PHILIPPINE HEALTH INSURANCE CORPORATION - R IV A

Dear Sir/Madam:

Thank you for allowing us to serve you. In response to your inquiry, we are pleased to offer you our quotation for the immediate replacement of your parts/consumables for your **KYOCERA MULTI FUNCTION LASER COPIER FS-4100DN and TASKALFA 3500I**

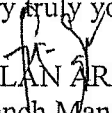
<u>QUANTITY</u>	<u>ITEM</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
30	TK-3114	Php. 9,320.00	Php. 279,600.00
2	TK-6309	Php. 16,540.00	Php. 33,080.00

Terms : 30 DAYS WITH P.O

Validity: 30 days, thereafter price subject for final confirmation.  
Should you find the above acceptable, please send this back to us thru Fax No. (042) 373-7839 indicating your conformity in the space herein provided.

Thank you very much.

Very truly yours,

  
ALLAN ARENAS  
Branch Manager  
Philcopy-Lucena Br.



# BUSINESS PERMIT AND LICENSING OFFICE, CITY OF LUCENA OFFICE OF THE CITY MAYOR

Date of Application : Wednesday, Jan 11, 2023  
Business Index No.: 2003-0000946 / 2023-1848  
Permit No. : 2023-RR-16051  
Date of Issue : Monday, Jan 23, 2023

Status : Renewal  
Nationality : \*\*\*Not Applicable\*\*\*  
Marital Status : \*\*\*Not Applicable\*\*\*  
Kind of Ownership : CORPORATION

Pursuant to Republic Act 7160, otherwise known as the Local Government Code of 1991 and as sanctioned under Section 455, paragraph b, No IV of sub-paragraph III, MAYOR'S BUSINESS PERMIT is hereby granted to:

## PHILCOPY CORPORATION

ABADILLA BLDG. HMNA. FAUSTA COR ENRIQUEZ ST, BARANGAY XI, LUCENA CITY  
*Business Address*

PHILCOPY CORPORATION  
*Registered Owner*

P-1 CAMBRIDGE COR. LIVERPOOL, VICTORIA PLACE,  
CANIOGAN, PASIG CITY  
*Residence/Principal Address*

General Merchandise  
(Retailers)  
*Line of Business*

THIS PERMIT IS VALID UNTIL  
DECEMBER 31, 2023

DOCUMENTARY STAMP  
TAX PAID

1236651 (Full 2023)

01/23/2023

Php: 51,810.90

\*LC10303888Y\*  
Security Code

## SUBJECT TO CONDITIONS STATED HEREOF

1. Violation of any City Ordinance or prevailing laws immediately revokes your permit to conduct business in the City of Lucena.
2. This permit shall be posted conspicuously at the place where the business is being conducted and shall be presented and/or surrendered to competent authorities upon demand.
3. This Business Permit serves only as a grant of authority to do business within the City of Lucena, and cannot be used as legal evidence in any kind of case or legal action pending before any court, tribunal, or any government agency exercising Quasi-Judicial function, including but not limited to any real property disputes.
4. The Business Establishment for which this Business Permit was issued is subject to inspection and verification as to compliance with applicable laws and ordinances by the City Engineering Office, City Health Office, City Treasurer's Office, City PESO, and Bureau of Fire Protection.
5. The Business Permit that has been issued by the LGU will only take effect upon submission of the necessary permits from the National Offices; GOCC that have been provided.
6. In case of closure of business, surrender this to the City Treasurer for official retirement within 30 days following the closure.

HON. MARK DON VICTOR B. ALCALA  
CITY MAYOR

REMINDERS: ERASURE AND/OR ALTERATION WILL INVALIDATE THIS PERMIT.  
THIS BUSINESS PERMIT IS A PRIVILEGE AND NOT A RIGHT.

Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE  
**CERTIFICATE OF PHILGEPS REGISTRATION**  
(Platinum Membership)

THIS IS TO CERTIFY THAT

**PHILCOPY CORPORATION**

793 JP Rizal Ave., Poblacion,  
Makati City, Metro Manila, NCR, Philippines

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 22-Jun-2001 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **PHILCOPY CORPORATION** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 11-May-2023

Issued this 22nd day of April 2022.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 2001062059451859794909  
Amended Date as of January 17, 2023 8:25 AM



## REMINDERS <sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

# List of Eligibility Documents

of  
**PHILCOPY CORPORATION**  
 793 JP Rizal Ave., Poblacion,  
 Makati City, Metro Manila, NCR, Philippines

<b>SEC Certificate</b>	Registration Date : 23-Oct-1979 SEC Certificate Number : 89173
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2023 Permit Number : 44816 Place of Issue : MAKATI CITY Issued By / Signatory : HON. MAR-LEN ABIGAIL S. BINAY Issuance Date : 14-Jan-2023
<b>Tax Clearance</b>	Expiration Date : 10-Feb-2023 TCC Number : 08A-049-02-10-R0100-2022-M Issued By / Signatory : ANNE M. REYES Issuance date : 10-Feb-2022
<b>Audited Financial Statement</b>	Date of Filing : 25-Apr-2022 Current Asset : 634,628,093.85 Total Asset : 685,732,115.57 Current Liabilities : 310,007,027.62 Total Liabilities : 330,007,027.62 Name of Auditor : GUILLERMA M. GUMERA BIR RDO Code : 049
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :



PHILIPPINE HEALTH INSURANCE CORPORATION

# SUMMARY OF EMPLOYER SUBMITTED REPORTS

FROM-A Lucena City

Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City

Tel. no.: (042) 373 6936 (042) 373 7056 (042) 373 6703 to 04 (042) 373 6704 (fax)

Run Date 04/27/2023

Run Time 8:15AM

Printed By 30172809

PhilHealth Number	: 200276308620	SSS NO	:	TIN	:	000169318000
Employer Name	: PHILCOPY CORPORATION					
Address	: 793 J PRIZAL AVERZAL MAKATI CITY FOURTH DIST. 1200					
Tel No.	: 8998625	Head Of Agency	:	FABLITO B FINLI		
		Report Coverage	:	ALL		

Control no.	File no.	Reporting period	TOTAL COPIES OF				Employees Reported	Amount
			ME5	RF1	CR	FER		
C11220220100778	C##EPAR010003362022	04/2022 - 04/2022	0	0	1	0	348	61,311.88
C10511220100564	C##EPAR010001262022	04/2022 - 04/2022	0	0	1	0	358	193,426.79
C10609220100473	C##EPAR010001552022	05/2022 - 05/2022	0	0	1	0	364	195,145.05
C11220220100847	C##EPAR010003362022	05/2022 - 05/2022	0	0	1	0	354	63,076.54
C10705220101124	C##EPAR010001812022	06/2022 - 06/2022	0	0	1	0	361	265,529.02
C10805220100279	C##EPAR010002122022	07/2022 - 07/2022	0	0	1	0	363	268,079.49
C10905220101129	C##EPAR010002442022	08/2022 - 08/2022	0	0	1	0	367	273,251.56
C11007220102583	C##EPAR010002752022	09/2022 - 09/2022	0	0	1	0	368	274,564.32
C11107220101626	C##EPAR010003062022	10/2022 - 10/2022	0	0	1	0	369	275,486.06
C11212220105234	CCNTRI010003772022	11/2022 - 11/2022	0	0	1	0	366	276,642.24
C10106230102071	CCNTRI010004042022	12/2022 - 12/2022	0	0	1	0	366	275,364.12
C10206230101278	C##EPAR010000262023	01/2023 - 01/2023	0	0	1	0	370	276,763.10
C10309230102177	C##EPAR010000562023	02/2023 - 02/2023	0	0	1	0	370	278,609.13
C10405230100858	C##EPAR010000802023	03/2023 - 03/2023	0	0	1	0	370	280,359.09

TOTAL REPORTS: 190

### IT PROCUREMENT CLEARANCE

Reference No. 01262023-02

Date: February 03, 2023

Requesting Department/Office: PRO IV-A

This is to certify that the Information Technology (IT)-Related Resources, Programs, and Projects listed below:

Item No.	Item Description	Qty	Unit	Estimated Total Cost
1.	UPS (for Desktop Computer)	27	Unit	154,201.32
2.	Desktop Computer	11	Unit	1,256,230.96
3.	Laptop	14	Unit	783,000.40
4.	Printer	32	Unit	2,401,706.88
5.	IT Supplies	1	Lot	2,414,245.00
6.	IT Repairs and Maintenance of PRO IV-A	1	Lot	200,000.00
7.	Internet Service Subscription of PRO IV-A	1	Lot	1,241,976.00
8.	Landline	1	Lot	465,192.96
9.	Text/SMS Blast	1	Lot	800,000.04

☒ Is/Are included in the Information System Strategic Plan for the year CY2023 DICT-Endorsed ISSP.


☐ Is/Are not included in the original Information System Strategic Plan.

☐ will be endorsed to Department of Information Communications Technology for the inclusion in our revised ISSP.

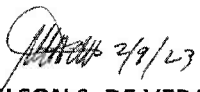
**Important Notes:**

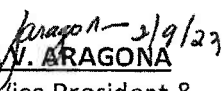
- (1) This clearance is issued only for the purpose of validating what is "included", "not included", or "for inclusion" in the ISSP. Please be reminded that in accordance with Section 7.2 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, **"No procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP), including approved changes thereto."**
- (2) All Cost Centers (Offices/Departments) are reminded that while some ISSP quantities and total costs may be higher than what is in the approved COB/Supplemental Budget and APP, only what is within the cost and COB/Supplemental Budget, the APP, and the ISSP for the applicable year may be procured.

Verified/Checked by:

  
**LUISITA S. BERNABE**  
OIC - DC, IPPSD - OCIO

Approved by:








  
**NELSON S. DE VERA**  
Acting Senior Manager, ITMD

  
**JOVITA V. ARAGONA**  
Senior Vice President &  
Chief Information Officer, IMS

**ACTIVITY and ROUTE SLIP**

SBAC/PROCUREMENT UNIT

Date & Time Received: April 26, 2023Purchase Request No.: 2023-01-062Project Title: IT Supplies for 1st and 2nd QuarterOriginating Unit/Office: ADMINABC/Total Est. Cost: P370,984.18Mode of Procurement: DIRECT CONTRACTINGExpense Code: 5020301001

ACTIVITY	PERSONNEL ASSIGNED	DATE & TIME ACCOMPLISHED	SIGNATURE	REMARKS
Initial Assessment of Required Docs	SBAC - F. Cuadra	4/26		Required Documents to be submitted in 3 sets (original & 2 copies): <input checked="" type="checkbox"/> 1. APP <input checked="" type="checkbox"/> 2. PMP <input checked="" type="checkbox"/> 3. PR (at least 3 original copies) <input checked="" type="checkbox"/> 4. ABC (at least 2 original copies and 1 copy) <input checked="" type="checkbox"/> 5. Tech Specs <input checked="" type="checkbox"/> 6. Certificate of Exclusive Distributorship (applicable to projects delegated to End-user) <input checked="" type="checkbox"/> 7. Request for Quotation / Copy of letter to supplier (CO No. 2020-0019) - applicable to projects delegated to End-user <input checked="" type="checkbox"/> 8. Quotation/Pro-forma Invoice (applicable to projects delegated to End-user) <input checked="" type="checkbox"/> 9. ISSP for IT Related Items <input checked="" type="checkbox"/> 10. Mayor's/Business Permit <input checked="" type="checkbox"/> 11. PhilGEPS registration number <input checked="" type="checkbox"/> 12. Latest Proof of PhilHealth Contribution <input checked="" type="checkbox"/> 13. ITR/Business Tax Return with ABC above 500K <input checked="" type="checkbox"/> 14. Others
Updating to PMP database	SBAC - J. Bantucan	4/26		
Encoding to PMD	SBAC - F. Cuadra	4/26		
Evaluation of Doc. Requirement	SBAC - J. Bantucan	4/27		
Recommendation of Award	BAC	Date of Meeting <u>4/27</u>		PRO BAC Reso No. <u>036</u>
Preparation & Approval of Reso & NOA	(NOA) F. Cuadra (RESO) V. Clemena	4/28		
Serving of NOA	Allan D. / End-User	5/5/23		
Posting of Award to PhilGeps	SBAC - V. Clemena			<b>PhilGEPS</b> Date Posted: _____ Award Notice No. _____ <i>Reminder: Attach print-out of posting of award to contract</i>
Posting of Award to Corp. Website	SBAC - F. Cuadra			Corp. Website Date submitted to ITMS: _____
Preparation & Approval of PO/JO	Allan D. / End-User	5/9/23		PO / JO Number: <u>2023-04-035</u>
Submission of PO to SBAC	Allan D. / End-User	Date & Time submitted: <u>5/15/23</u>		
Preparation & Approval of NTP	SBAC - F. Cuadra			
Serving of NTP & PO/JO	Allan D. / Arlon B.	5/16/23		



## SBAC/PROCUREMENT UNIT

**April 26, 2023**

Purchase Request No.: **2023-01-062**

### IT Supplies for 1st and 2nd Quarter

Originating Unit/Office: **ADMIN**

**P370,984.18**

Mode of Procurement: DIRECT CONTRACTING

V. Clemena /  
F. Cuadra

PS Attach copy of NTP to Contract

## PhilGEPS

Date Posted:

Award Notice No.

Reminder: Attach print-out of posting of award to contract

**Corp. Website**

Date submitted to ITMS:

DATE & TIME  
ISSUED

FROM

ISSUED TO

REMARKS

DATE & TIME  
RECEIVED

SIGNATURE

4/26 1:26  
4/27/28  
5/2

Jay  
Allah  
Jen

Allen  
Mam Joy  
Allen

for processing  
for evaluation of doc  
of attached NOA; for Po  
preparative

4/26/23  
9/27  
7/5/4/23

*[Handwritten signature]*

5/9/23  
5/10

ALLAN  
GRADE

Mr. Grace

- for PO checking

5/15/23

Alan

F. Cuadros

- for MP Preparation

5/15/23

Fr  
A

5/14/23

F. Cusack

Allan

For serving of PO & NTP to supplier

- 5/16/23