



## NOTICE OF AWARD

July 26, 2021

**Mr. Laurente T. Munoz**  
Branch Manager  
Copylandia Office Systems Corporation  
Megatower Residences, Sandico Corner Tecson Street  
Baguio City


Dear Mr. Munoz

We are pleased to inform you that your proposal for the Repair and Maintenance of Risograph Machine for CY 2021 for the Contract Price amounting to Thirty Two Thousand Nine Hundred Fifty Seven Pesos (P 32,957.00), is hereby accepted.

A Contract shall be executed to this effect.

Thank you.

Very truly yours,

  
**DOMINGA A. GADGAD, M.D.**  
Acting Regional Vice President/ Head of the Procuring Entity

I acknowledge the receipt of this Notice on JULY 27, 2021

Name of Authorized Representative LAURENTE T. MUÑOZ

Signature \_\_\_\_\_



**CERTIFIED TRUE COPY**

  
**LEIZLE B. ANONGOS**  
Administrative Officer IV  
PhilHealth - CAR





**PRO-CAR Bids and Awards Committee**

**RESOLUTION NO. 54, SERIES OF 2021**

**RESOLUTION RECOMMENDING THE AWARD OF CONTRACT TO  
COPYLANDIA OFFICE SYSTEMS CORPORATION FOR THE  
PROCUREMENT OF REPAIR AND MAINTENANCE OF RISOGRAPH  
PRINTING MACHINE DUPLICATOR, DEVELOP EZ 570 A FOR CY 2021**

**Whereas**, Section 7.2 of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act No. 9184 (R.A. 9184) otherwise known as the Government Procurement Reform Act provides that no procurement shall be undertaken unless it is in accordance with the approved Annual Procurement Plan (APP) of the procuring entity;

**Whereas**, based on the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) of Philhealth-CAR, the procurement of repair and maintenance of various office equipment shall be conducted through Direct Contracting;

**Whereas**, Section 50 (c) of the Revised IRR of the RA 9184 provides that Direct Contracting may be resorted to as a mode of procurement for goods sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the Government of the Philippines;

**Whereas**, Riso Kagaku Corporation issued a certification in favour of Copylandia Office Systems Corporation being its exclusive distributor in the Philippines for Riso Brand Machines, related accessories, consumables and spare parts;

**Whereas**, based on the supply source survey submitted by various suppliers (Copylandia, Laser Marketind and Xworks Sales & Services Inc), the repair and maintenance of Photocopier: Develop Inco 163 cannot be availed of since the model has already been declared to have End of Life or EOL;

**Whereas**, based on the same survey, only Copylandia Office Systems Corporation can provide the repair and maintenance of Risograph Printing Machine Duplicator, Develop EZ 570 A;

**Whereas**, a Matrix of Canvass/Market Study was prepared to determine the ABC for the repair and maintenance of Risograph Printing Machine Duplicator, Develop EZ 570 A;

**Whereas**, after determining the ABC in the amount of Thirty Two Thousand Nine Hundred Fifty Seven Pesos (P 32, 957.00), a Request for Quotation was issued to Copylandia Office Systems Corporation for the procurement of Risograph Printing Machine Duplicator, Develop EZ 570 A;

**Whereas**, Copylandia Office Systems Corporation submitted its quotation for the repair and maintenance of Risograph Printing Machine Duplicator, Develop EZ 570 A at a cost of Thirty Two Thousand Nine Hundred Fifty Seven Pesos (P 32, 957.00) which is within the ABC;


NOW, THEREFORE, premises duly considered, the **BAC RESOLVES**, as it is hereby **RESOLVED**, to recommend to the Head of Procuring Entity to award the contract to Copylandia Office Systems Corporation for the procurement of repair and maintenance of Risograph Printing Machine Duplicator, Develop EZ 570 A.

**IT IS SO RESOLVED.**


Signed this 19<sup>th</sup> day of July 2021, Baguio City.

  
**ATTY. MARAH B. ALAGON**  
BAC Member

  
**GLENN CORNELIO A. LAMSIS, M.D.**  
BAC Member

  
**MANOLO Y. TANDOC, M.D.**  
BAC Member


  
**FE ESPERANZA F. PILANDO, M.D.**  
BAC Member

  
**VINCENT T. ABELLANOSA**  
BAC Member

  
**ATTY. ERIC L. MANDIIT**  
BAC Vice Chairperson

  
**IMELDA CRISTETA D. VILLAMAR**  
BAC Chairperson

Approved by:

  
**DOMINGA A. GADGAD, MD, MPA**  
Acting Regional Vice President/Head of Procuring Entity



## NOTICE TO PROCEED

August 05, 2021

**Mr. Laurente T. Munoz**

Branch Manager

Copylandia Office Systems Corporation

Megatower Residences, Sandico Corner Tecson Street

Baguio City

Dear Mr. Munoz:

The attached Contract, having been approved, notice is hereby given that work may commence for the Repair and Maintenance of the Risograph Printing Machine Duplicator, Develop EZ 570 A for CY 2021 for PhilHealth Regional Office – CAR.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the two other copies to the Bids and Awards Committee of PhilHealth Regional Office – CAR.

Very truly yours,

  
**DOMINGA A. GADGAD, MD, MPA**

Acting Regional Vice President /Head of the Procuring Entity

I acknowledge receipt of this Notice on Aug 5, 2021

Name of Representative Sam L. Morano

Signature 

**COPYLANDIA**  
OFFICE SYSTEMS CORPORATION

TEL: (074) 446-5321 / 446-5357 / 446-5358  
VAT REG ID: 012-332 000-012



## **CONTRACT FOR THE REPAIR AND MAINTENANCE OF THE RISOGRAPH PRINTING MACHINE DUPLICATOR, DEVELOP EZ 570 A**

**THIS AGREEMENT** made and entered into this \_\_\_\_\_ day of August 2021, in the City of Baguio, by and between:

**PHILIPPINE HEALTH INSURANCE CORPORATION**, a government owned and controlled corporation duly created by virtue of R.A. 7875, as amended by R.A. 9241 and R.A. No. 10606 or the "National Health Insurance Act of 2013", with regional office address at SNOBT, Inc. Building, No. 19 Leonard Wood Road, Baguio City, represented herein by its Acting Regional Vice President, **DOMINGA A. GADGAD, MD, MPA, PhilHealth Regional Office - CAR** (hereinafter called "**PHILHEALTH**");

-and-

**COPYLANDIA OFFICE SYSTEMS CORPORATION**, with business address at Ground Floor Paladin Hotel, 136 Abanao Extension Corner, Cariño Street, Baguio City represented herein by its Branch Manager, **LAURENTE T. MUÑOZ** (hereinafter called **COPYLANDIA**).

**WHEREAS**, the procurement for the repair and maintenance of the Risograph Printing Machine Duplicator, Develop EZ 570 A through Direct Contracting is in accordance with the 2021 Annual Procurement Plan (APP) of **PHILHEALTH**;

**WHEREAS**, **COPYLANDIA** is the exclusive distributor in the Philippines for RISO Brand Machines, Develop Branded black and white, and color electrostatic plain paper copying/printing machines and their consumables and spare parts in the Philippines;

**WHEREAS**, **PHILHEALTH** requested **COPYLANDIA** to submit a price quotation on the project "**Procurement of Repair and Maintenance of Risograph Printing Machine Duplicator, Develop EZ 570 A**" and **PHILHEALTH** accepted the quotation in the amount of **Thirty Two Thousand Nine Hundred Fifty Seven Pesos (P 32,957.00)** hereinafter called "**the Contract Price**":

### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. Price Quotation of **COPYLANDIA**
  - b. Scope of Work
  - c. Notice of Award



3. In consideration of the payments to be made by **PHILHEALTH** to **COPYLANDIA** as hereinafter mentioned, **COPYLANDIA** hereby covenants with **PHILHEALTH** to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract;
4. **PHILHEALTH** hereby covenants to pay **COPYLANDIA** in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract;
5. The Contract Price covers the costs of all Deliverable Items and Services and includes all applicable taxes, including the 12% Value Added Tax (VAT), customs duties, license fees, freight, insurance, cost of importation and delivery at the time and locations specified and other charges which may be imposed on the Product by foreign and local authorities;
6. **COPYLANDIA** hereby covenants to deliver in favor of **PHILHEALTH** the goods subject of the project "**Procurement of Repair and Maintenance of Risograph Printing Machine Duplicator, Develop EZ 570 A**" and the services related thereto, in accordance with the Scope of Work as stated in attached Annex A of this Contract;
7. After complete delivery to and acceptance by **PHILHEALTH**, **COPYLANDIA** shall submit the **STATEMENT OF BILLING ACCOUNT** and other documentary requirements as may be required by the former as condition for payment. **PHILHEALTH** shall thereafter pay the ninety nine percent (99%) of the total amount of the required items and services as scheduled in the Scope of Work;

As obligation for the warranty, **PHILHEALTH** shall withhold **one percent (1%) of the total contract price as retention money** or as obligation for "**Warranty**" in an amount equivalent to **THREE HUNDRED TWENTY NINE PESOS AND FIFTY SEVEN CENTAVOS (PhP 329.57)** only or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period or in the case of Expendable Supplies, after consumption thereof, as required under Section 62 (Warranty) of the Revised IRR of R.A. 9184. *Provided, however*, that the goods supplied are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

8. The unit price quoted by **COPYLANDIA** shall be valid until December 31, 2021. **PHILHEALTH** shall, in case of additional job order, pay the amount payable computed based on the price quotations.
9. 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. Specifically stated, "No PhilHealth personnel shall solicit, demand, or accept, directly or indirectly, any gift from any person, group, 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 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";

10. The parties and any or all of their staff or representatives who will be involved in this project shall be required to sign a mutual Non- Disclosure Agreement and maintain strict confidentiality on any information accessed from the PhilHealth database or provided by PhilHealth. This condition shall apply even after the contract ends. The contracting party shall not disclose any proprietary or any confidential information relating to PhilHealth or to this agreement without prior written consent from the latter.
11. If any dispute or difference of any kind whatsoever shall arise between the parties in connection with the implementation of the contract covered by the Act and this IRR, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation, otherwise the same shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876, otherwise known as the "Arbitration Law" and Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004"
12. All other terms, conditions and stipulations accompanying this Contract together with all proposals and all mandatory provisions of the Revised Implementing Rules and Regulations of R.A. 9184, shall form an integral part of the contract between the PARTIES hereto;


The PARTIES hereby certify that they have read or caused to be read to them each and every provision of the foregoing Contract and that they had fully understood the same.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**PHILIPPINE HEALTH INSURANCE  
CORPORATION**

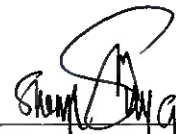
  
**DOMINGA A. GADGAD, MD, MPA**  
Acting Regional Vice President

**COPYLANDIA OFFICE SYSTEMS  
CORPORATION**

  
**LAURENTE T. MUNOZ**  
Branch Manager

**Signed in the presence of:**

  
**ATTY. MARAH B. ALAGON**  
Division Chief, MSD

  
**Supplier's Representative**

### ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES )  
BAGUIO CITY ) S.S.

BEFORE ME, a Notary Public for and in Baguio City, on AUG 02 2021 2021, personally appeared:

Name	Type of ID / ID No.	Date / Place Issued
DOMINGA A. GADGAD, MD, MPA	Company ID No. 10037399	1999/Pasig City
LAURENTE T. MUÑOZ	DL# A01-08-000 520	2017/ BAGUIO CITY

Known to me and identified by me through integrally complete identification card to be the same persons who executed the foregoing instrument which refers to a Contract Agreement consisting of Four (4) pages including the page which this acknowledgement is written and acknowledged to me that the same is their free act and deed.

WITNESS MY HAND SEAL, at the date and place above written.

Doc. No. 221  
Page No. 45  
Book No. XII  
Series of 2021

Notary Public  
**RANDY W. LEM-EW SR.**  
NOTARY PUBLIC  
Notarial Commission No. N.A. N.C. 38-NC-19-R  
My Commission expires on Aug 21 2021  
Roll No. 67750, 5/25/17, Manila  
PTR No.: 4750840, 1106/21, Baguio City  
IBP No.: 006729, 8105/21, Baguio City  
Rm. 2LA Sacred Heart Bldg., Diego Silang St., B.C.  
Mobile no.: 0918-400-6899, 0956-2862-672





Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
**PHILHEALTH REGIONAL OFFICE-CORDILLERA ADMINISTRATIVE REGION**  
 SNOBT, Inc. Building, No. 19 Leonard Wood Road, 2600 Baguio City  
 Tel. No. (074) 444-2862 / 444-8361 / 446-0371 / 444-5345 (1/1) / Call Center (02) 441-7442  
[www.philhealth.gov.ph](http://www.philhealth.gov.ph)

**REQUEST FOR QUOTATION**

OFFICE/DEPARTMENT: \_\_\_\_\_

Control No.: **OMP21-004**

PAC COPY

- All entries must be typewritten or written legibly in print.
- Except for custom-made items, delivery period shall be within \_\_\_\_\_ calendar days from receipt of the approved Notice to Proceed.
- Standard warranty period: (from date of acceptance by PhilHealth)  
 For Supplies & Materials: at least six (6) months  
 For Equipment: at least one (1) year
- Price validity shall be until Dec. 31, 2021.
- Valid & Current Mayor's Permit/Municipal License.
- Latest Income/Business Tax returns (applicable Income/Business Tax returns for the particular procurement period) for ABCs above P500,000.00 only.
- PhilGEPS Registration Number
- Omnibus Sworn Statement for ABCs above P50,000.00
- PhilHealth Certificate of updated Premium Contribution or Employer Summary of Remittances (if employed) or Premium Contribution for Sole Proprietors w/ a Certification of No Employees from November 2019 (Enactment of IRR of RA 11223).
- Others: \_\_\_\_\_

In accordance with the General Conditions, please quote your lowest price on the item/s listed in the matrix below & state the shortest time of delivery. This has been posted in the G-EPIS website from **NOT APPLICABLE**

Kindly submit your sealed quotation together with the required documents to GSU - Records or you may email an advance copy at [bac-procar@philhealth.gov.ph](mailto:bac-procar@philhealth.gov.ph) on or before July 12, 2021.

If supplier is found to have the lowest quotation after the opening of proposals, kindly submit the above-mentioned requirements, within 3 days upon receipt of notification by PhilHealth.

- For new suppliers, submit items 5 - 9 as applicable.
- For old suppliers, submit items 8 - 9 as applicable.

*Shirwin T. Camacho*

Official Canvasser  
 Date: 08-July-2021

*Imelda Cristeta D. Villamar*  
**IMELDA CRISTETA D. VILLAMAR**

BAC Chairperson  
 Date: 08-July-2021

Date: \_\_\_\_\_

TO: **PHILHEALTH - CAR**  
 (Agency)  
**Baguio City**  
 (Address)

ATTENTION: **Bids & Awards Committee**

After having carefully read and accepted your General Conditions, please refer to the price quotation we have indicated in the space provided for:

QTY	UNIT	ITEM DESCRIPTION	ABC	UNIT PRICE	TOTAL PRICE
1	Lot	Repair and Maintenance of Risograph Machine for CY 2021	32,957.00		
		Scope of Work			
		1. General Cleaning			
		2. Replacement of the following parts:			
4		a. Pick up roller 003-26306-000		1,130/-	7,320.00
1		b. Stripper pad 019-11833-000		586/-	1,172.00
2		c. Shock Absorber Pad 046-15009-003		722/-	1,444.00
1		d. RF Module 444-59008-001		2,231/-	2,231.00
1		e. Drum PCB 046-17178-007		1,085/-	1,085.00
		f. Others: All unforeseen parts 19,705.00		19,705.00	19,705.00
					<b>32,957.00</b>

\*Direct Contracting

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Items available until: \_\_\_\_\_

I/We bind ourselves that the prices quoted above are the lowest we can offer and are applicable from \_\_\_\_\_ to \_\_\_\_\_

Business Address: \_\_\_\_\_

**COPYLANDIA**

Tel. nos./Fax no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Corporate Name

Signature Over Printed Name of

002-332-000-072

Tax Identification Number

**PHILHEALTH REGIONAL OFFICE-CAR**  
 Bids & Awards Committee

**RECEIVED**  
 JUL 12 2021

By: *Quaranta***CERTIFIED TRUE COPY**

*Leizle B. Anongos*  
**LEIZLE B. ANONGOS**  
 Administrative Officer IV  
 PhilHealth-CAR

**Philhealth Regional Office CAR**  
19 Leonard Wood Road  
Baguio City 2600

July 10, 2021

For: **Jenena Garduque**  
Administrative Officer III

Dear ma'am/sir  
We are pleased to submit to you our formal quotation for the following:

Item Model: **RISO EZ 570A**

Quantity	Unit	Part No	Description	Selling Price	Total Amount
1	Pc	020-65009-300	Paper feed clutch	1,223.00	1,223.00
1	Pc	023-17145-309	Ink pump assy	4,641.00	4,641.00
1	Pc	023-75169-000	Pressure roller;A3	3,265.00	3,265.00
1	Pc	023-75677-151	Air pump assy	2,481.00	2,481.00
1	Pc	612-10010-008	Gear; M1*20*6	567.00	567.00
1	Pc	612-10024-106	Gear; M1*25*7	708.00	708.00
1	Pc	621-00003-002	Belt;40-S2M-136	633.00	633.00
3	Pc	629-00002-004	Flat belt	1,084.00	3,252.00
5	Pc	640-60001-004	Transfer belt	587.00	2,935.00

Terms of  
Payment: **30 Days**

**Net Amount 19,705.00**

Availability of the stocks must be confirmed with the supplier prior to placement of order. Please do not hesitate to call us should there be anything you want to verify regarding this matter. You can contact us through Tel No. (074) 446-5356.

Very truly yours,

Angelito D. Pol  
**Technical Coordinator**

Laurente T. Muñoz  
**Branch Manager**

CONFORME.

(SIGNATURE OVER PRINTED NAME)

Delivery Date \_\_\_\_\_

To confirm your order, please affix your signature on the space provided above and fax it to us, or fax your company's official purchase order to Fax No. (074) 446-5357

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Puerto Princesa • Roxas • Tacloban • Tagbilaran • Tuguegarao • Zamboanga

**CERTIFIED TRUE COPY**  
of the photo copy  
LEIZLE B. ANONGOS  
Administrative Officer IV  
PhilHealth-CAR

PARTS NEEDED FOR THE




## SCOPE OF WORK FOR THE REPAIR AND MAINTENANCE OF RISOGRAPH MACHINE

Date: May 4, 2021


Risograph FZ 370A

- a. General Cleaning
- b. Replacement of the following parts:
  1. Pick up Roller
  2. Stripper Pad
  3. Shock Absorber Pad
  4. RF Module
  5. Drum PCB
  6. Others: All unforeseen parts

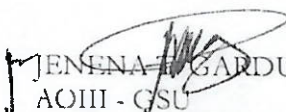
PREPARED BY:

  
ROGER AUCENA  
Clerk III

INSPECTED BY:

  
JORGE E. TAN  
HRMO III – Chair Inspection Committee

NOTED BY:

  
JENENA GARDUQUE  
AOIII - CSU

CERTIFIED TRUE COPY

*of the photocopy*

  
LEIZY B. ANONGOS  
Administrative Officer IV  
PhilHealth - CAR

Received 5/7/2021 3:46 PM



Use same scope of work for next year  
for the renewed RBC  
6/19/21