





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**LOCAL GOVERNANCE REGIONAL RESOURCE CENTER 1**

**Regional Office I**  
Aguila Rd., Sevilla, San Fernando City, La Union  
[www.region1.dilg.gov.ph](http://www.region1.dilg.gov.ph)

## NOTICE OF AWARD

February 8, 2022

**KIMBERLY MAYNE E. RIVERA**  
Authorized Representative  
Copylandia Office Systems Corporation  
ODL Bldg., Gov. Aguila Rd., Sevilla  
City of San Fernando, La Union




**Dear Ms. Rivera:**

We are pleased to inform you that your quotation amounting to **Fifty Thousand Five Hundred Pesos Only (P50,500.00)** for the **Procurement of Heavy-Duty Photocopier Machine** has been determined to be the Lowest Calculated and Responsive Bid (LCRB).

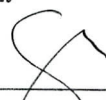
You are hereby required to formally enter into contract with us upon receipt of this Notice.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligation.

Very truly yours,

  
**JULIE J. DAQUIOAG, Ph.D., CESO III**  
Regional Director, DILG R1 and   
Head of Procuring Entity 

**CONFORME:**

  
**KIMBERLY MAYNE E. RIVERA**  
Authorized Representative  
Copylandia Office Systems Corporation  
ODL Bldg., Gov. Aguila Rd., Sevilla  
City of San Fernando, La Union



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**NOTICE TO PROCEED**

February 10, 2022

**KIMBERLY MAYNE E. RIVERA**

Authorized Representative  
Copylandia Office Systems Corporation  
ODL Bldg., Gov. Aguila Rd., Sevilla  
City of San Fernando, La Union




**Dear Ms. Rivera:**

With the attached **PURCHASE ORDER** having been approved, you are hereby notified to provide a **Heavy-Duty Photocopier Machine** to DILG Regional Office 1, Sevilla, City of San Fernando, La Union.


Likewise, you are responsible for performing the required services under the terms and conditions of the Purchase Order, and your submitted quotation/proposal.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other copy to the DILG Regional Office 1, c/o BAC Secretariat, City of San Fernando, La Union.

Very truly yours,

  
**JULIE J. DAQUIOAS, Ph.D., CESO III**  
Regional Director, DILG 1 and   
Head of Procuring Entity 

*RECEIVED BY:*

  
**KIMBERLY MAYNE E. RIVERA**  
Authorized Representative  
Copylandia Office Systems Corporation  
ODL Bldg., Gov. Aguila Rd., Sevilla  
City of San Fernando, La Union

**"Matino, Mahusay at Maaasahan"**

Tel. Nos. (072) 888 2108 • 888 2289 • 888 2294 • 888 3106  
888 7695 • 607 1245 • 607 1531 • 607 4467 to 70





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**REGION 1**

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**BIDS AND AWARDS COMMITTEE**  
**RESOLUTION NO. 2022-03**

**DECLARING THE LOWEST CALCULATED AND RESPONSIVE BIDDER (LCRB) AND RECOMMENDING APPROVAL TO THE HOPE FOR THE PROCUREMENT OF HEAVY DUTY PHOTOCOPIER MACHINE**

WHEREAS, as mandated under RA 9184 otherwise known as "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC) of the DILG Regional Office 1 adheres to the principles of transparency and competitiveness governing this Act;

WHEREAS, the Procuring Entity intends to procure a **Heavy Duty Photocopier Machine** with an Approved Budget for the Contract (ABC) of **Eighty Thousand Pesos (Php 80,000.00)**;

WHEREAS, the procurement was posted at PhilGEPs portal, DILG R1 website and conspicuous places on **February 5-7, 2022**;

WHEREAS, the BAC scheduled the opening of bids on February 7, 2022;

WHEREAS, the BAC received eight (8) bids from the following suppliers namely: Copylandia Office Systems Corp., Emverly Enterprise, MSN Consumer Goods Trading, Arlen Specialize Goods Trading, Gakken (Philippines) Inc., Joanna's Laboratory Enterprises, OFC IT Solutions and Technologies and Philcopy Corporation;

WHEREAS, after the thorough review and evaluation of the Technical Working Group, only 3 out of 8 suppliers submitted complete and correct eligibility requirements;

WHEREAS, below is the result of the evaluation of bids:

SUPPLIER	Valid Business/ Mayor's Permit	Latest Income/ Business Tax Return/Tax Clearance Certificate	Omnibus Sworn Statement	PhilGep s Reg.	Special Power of Attorney / Sec. Cert.	Bid Amount
<b>Copylandia Office Systems Corp.</b>	/	/	/	/	/	<b>P50,500.00</b>
Emverly Enterprises	/	x	x	x	x	P75,000.00
MSN Consumer Goods Trading	/	/	/	/	NA	P72,500.00
Arlen Specialize Goods Trading	/	x	x	x	x	P74,000.00
Gakken (Philippines) Inc.	/	/	/	/	/	P51,888.00
Joanna's Laboratory Enterprises	/	/	x	/	x	P76,000.00
OFC IT Solutions and Technologies	x	x	x	x	x	P77,000.00
Philcopy Corporation	Submitted beyond deadline					

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**BIDS AND AWARDS COMMITTEE  
RESOLUTION NO. 2022-03**

**DECLARING LOWEST CALCULATED AND RESPONSIVE BIDDER (LCRB) AND RECOMMENDING APPROVAL  
TO THE HOPE FOR THE PROCUREMENT OF HEAVY DUTY PHOTOCOPIER MACHINE**

NOW THEREFORE, WE, the BAC Members, RESOLVE, as it is hereby RESOLVED:


1. To declare **Copylandia Office Systems Corp.** as the Lowest Calculated and Responsive Bidder (LCRB) since it satisfactorily complied to all the needed requirements of the activity with a quotation of **Fifty Thousand Five Hundred Pesos (Php 50,500.00)**; and
2. To recommend to the HOPE the approval of this recommendation and to award the contract to the LCRB.

RESOLVED, further that the **Finance and Administrative Division (FAD)**, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office 1 Conference Room. February 7, 2022 and via ZOOM Conference

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Certified Correct:


  
**MARIFE M. DOCULAN**  
Head, BAC Secretariat


Attested by:

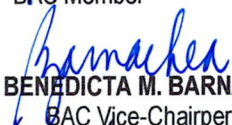
*(Mr. O. B.)*  
**ATTY. CHESTER S. CAYABAS-DIWAS**  
BAC Member

*(Mrs. Leaw)*  
**LESLIE CAROL L. ISIP**  
BAC Member

  
**SHARWYN M. SANGEL**  
BAC Member

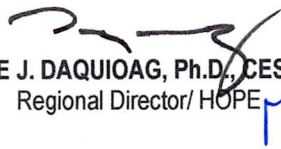
  
**RHODORA G. SORIANO**  
BAC Member

  
**LILY ANN Z. VICTORIO**  
BAC Member

  
**BENEDICTA M. BARNACHEA**  
BAC Vice-Chairperson

  
**PEDRO D. GONZALES**  
BAC Chairperson

APPROVED / DISAPPROVED:

  
**JULIE J. DAQUIOAG, Ph.D., CESO III**  
Regional Director/ HOPE

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**RFQ NO. 2022-02-014**  
**ABC: Php 80,000.00**

**ABSTRACT OF QUOTATION/S**

MODE OF PROCUREMENT:  
**SMALL VALUE PROCUREMENT**

**AOQ No. 2022-02-01**  
**Date : February 7, 2022**  
**Time: 2:00 PM**

Item	Item/Description	ABC	Qty.	Unit	Copylandia Office Systems Corp.	EMVERLY Enterprises	MSN Consumer Goods Trading	Arlen Specialize Goods Trading	Gakken (Philippines) Inc.	Joanna's Laboratory Enterprises	OFC IT Solutions and Technologies	Philcopy Corporation
1	Heavy Duty Photocopier Machine	<b>80,000.00</b>	1	unit	<b>50,500.00</b>	75,000.00	72,500.00	74,000.00	51,888.00	76,000.00	77,000.00	Submitted beyond deadline
	Specifications:											
	1. high speed printing 20ppm											
	2. A3 monochrome multi-function device											
	3. multi-purpose tray											
	4. automatic document feeder											
	5. primarily capable of printing A4 and Legal size documents											
	PR No. 2022-02-22 Date Received: _____											
	<b>ELIGIBILITY REQUIREMENTS</b>											
	*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements.											
	Valid Business/ Mayor's Permit				/	/	/	/	/	/	X	
	Latest Income/Business Tax Return/Tax Clearance Certificate				/	X	/	X	/	/	X	
	Omnibus Sworn Statement				/	X	/	X	/	X	X	
	PhilGeps Reg. Number				/	X	/	X	/	/	X	
	Special Power of Attorney (SPA) - if authorized representative				/	X	NA	X	/	X	X	

**REMARKS:**

Award is hereby recommended to be given to **Copylandia Office Systems Corp.** which has the lowest calculated and responsive bid.

**OTHERS:**

**ATTY. CHESTER S. CAYABAS-DIWAS**  
 BAC Member

**LESLIE CAROL L. ISIP**  
 BAC Member

**SHARWYN M. SANGEL**  
 BAC Member

**RHODORA G. SORIANO**  
 BAC Member

**LILY ANN Z. VICTORIO**  
 BAC Member

**BENEDICTA M. BARNACHEA**  
 BAC Vice-Chairperson

**PEDRO D. GONZALES**  
 BAC Chairperson

**APPROVED BY:**

**JULIE J. DAQUIBAG, PH.D., CESO III**  
 Regional Director