



## NOTICE OF AWARD

April 17, 2023

**DAVE B. PENDON**

Account Executive

PHILIPPINE DUPLICATORS, INC.

3 Anacleta Bldg., Burgos-Magdalo Sts.,

Lapaz, Iloilo City

Dear Sir:

We are happy to notify that your Bid dated April 3, 2023 for execution of PHILIPPINE DUPLICATORS, INC., for the PURCHASE AND DELIVERY OF PHOTOCOPIER (RFQ2023-03-06/ Ref. No. 9624897) with a Contract Price amounting to EIGHTY-FOUR THOUSAND PESOS ONLY (Php 84, 000.00), is hereby accepted.

You are hereby required to provide within ten (10) days the performance security in the form and the amount stipulated in the Instructions to Bidders. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the security.

Very truly yours,

**NORDY D. SIASON, JR., Ed.D., CESO VI**  
SUC President II

Conforme:

Representative,  **PHILIPPINE DUPLICATORS, INC**

Date: 4-18-23

Office

Appendix 61

# PURCHASE ORDER ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY

### Entity Name

Supplier : <b>PHILIPPINE DUPLICATORS INC.</b>	P.O. No. : 23 - 04 - 17
Address : # 3 Ancheta Building Burgos-Magdalo Street.Lapaz,Iloilo City	Date : April 19,2023
TIN : 000-412-893-007	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 : <u>ISUFST MAIN POBLACION SITE</u>	Delivery Term : 30 Days
Date of Delivery : <u>June 7, 2023</u>	Payment Term : 30 Days

Stock/ Property No	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	Photocopier, branded -Copier, Printer and Colour Scanner -with copy folder function (can save originals) -with auto reverse document feeder -A3 (11"x17") Printing and Scanning Area -27 copies per minute -memory: standard: 256MB -1-250 sheets cassette tray & 100 bypass tray -600 dpi resolution -Paper Weight: 52-216 g/m3 -Paper Weight: Duplex: 64-105 g/m3 -Scan once print many operation -Enlarger/Reducer -Back-to-back Copying and Printing -Sorting -One (1) year Limited Warranty on Parts -LIFETIME FREE SERVICE -Free Monthly Check-up -Free Basic Operator's Training -Free Delivery & Installation -NO Service Charge -NO Transportation Free Charge -Free of Charge: 1 crg. Toner	1	84,000.00	84,000.00



**(Total Amount in Words)** Eighty-Four Thousand Pesos Only. 84,000.00

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 on the undelivered item/s.

Conforme:

DANE PERMANO  
Signature over Printed Name of Supplier  
4-24-23

Very truly yours,

NORDY D. STASON, JR., ED. D. CESO VI  
Signature over Printed Name of Authorized Official  
SUC President II  
Designation

Fund Cluster : unobligated balance - 1st Eq. - AVR  
Funds Available : Calapan  
CHRISTINE C. BALAGOSA, CPA  
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_



Copy

Appendix 61

# PURCHASE ORDER

## ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY

Entity Name

Supplier : <b>PHILIPPINE DUPLICATORS INC.</b> Address : # 3 Ancheta Building Burgos-Magdalo Street, Lapaz, Iloilo City TIN : 000-412-893-007	P.O. No : 23 - 04 - 17 Date : April 19, 2023 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 : <u>ISUFST MAIN POBLACION SITE</u>	Delivery Term : 30 Days
Date of Delivery : <u>June 7, 2023</u>	Payment Term : 30 Days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	Photocopier, branded -Copier, Printer and Colour Scanner -with copy folder function (can save originals) -with auto reverse document feeder -A3 (11"x17") Printing and Scanning Area -27 copies per minute -memory: standard: 256MB -1-250 sheets cassette tray & 100 bypass tray -600 dpi resolution -Paper Weight: 52-216 g/m3 -Paper Weight: Duplex: 64-105 g/m3 -Scan once print many operation -Enlarger/Reducer -Back-to-back Copying and Printing -Sorting -One (1) year Limited Warranty on Parts -LIFETIME FREE SERVICE -Free Monthly Check-up -Free Basic Operator's Training -Free Delivery & Installation -NO Service Charge -NO Transportation Free Charge -Free of Charge: 1 crg. Toner	1	84,000.00	84,000.00
					<b>84,000.00</b>



(Total Amount in Words) Eighty-Four Thousand Pesos 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 on the undelivered item/s

Conforme:

*DANE PERMANO*  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
 4-24-23

Very truly yours,  
  
**NORDY D. STASON, JR., ED. D. CESO VI**  
 \_\_\_\_\_  
 Signature over Printed Name of Authorized Official  
 SUC President II  
 Designation

Fund Cluster : unobligated balance - 1st Eq. - AR  
 Funds Available : \_\_\_\_\_  
**CHRISTINE C. BALAGOSA, CPA**  
 \_\_\_\_\_  
 Signature over Printed Name of Chief Accountant/Head of  
 Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_



Republic of the Philippines

ILOILO STATE UNIVERSITY OF FISHERIES SCIENCE AND TECHNOLOGY

THE OFFICE OF BIDS AND AWARDS COMMITTEE

Ilaya Poblacion, Barotac Nuevo, Iloilo | email: iscofbcampusbac@gmail.com

website: iscof.edu.ph | Contact No: +63-908-254-2324



Iloilo State University of Fisheries Science and  
Technology Main Poblacion Site  
Revised on: August 11, 2004

Reference Number: 9624897  
Purchase and Delivery of Photocopier

### NOTICE TO PROCEED

April 24, 2023

**DAVE B. PENDON**

Account Executive  
PHILIPPINE DUPLICATORS, INC.  
3 Anacleto Bldg., Burgos-Magdalo Sts.,  
Lapaz, Iloilo City

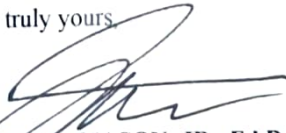
Dear Sir:

The attached Contract Agreement/ Purchase Order having been approved, notice is hereby given to PHILIPPINE DUPLICATORS, INC., that the PURCHASE AND DELIVERY OF PHOTOCOPIER may proceed to Iloilo State University of Fisheries Science and Technology Main Poblacion Site, J.T. Breña St., Barotac Nuevo, Iloilo with (Solicitation No. RFQ2023-03-06/ Ref. No. 9624897) upon receipt of this notice.

You are hereby 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 Iloilo State University of Fisheries Science and Technology Main Poblacion Site

Very truly yours,



**NORBY D. SIASON, JR., Ed.D., CESO VI**  
SUC President II

Conforme:

Representative, **PHILIPPINE DUPLICATORS, INC.**

Date: 5-8-23

**BAC Resolution Declaring LCRB and Recommending Approval for Notice of Award on Purchase and Delivery of Photocopier**

**RESOLUTION NO. 04-17 s. 2023**

Whereas, the Iloilo State University of Fisheries Science and Technology Main Poblacion Site advertised the Invitation to Apply for Eligibility to Bid for the Purchase and Delivery of Photocopier with the ABC of Php 86,000.00 and posted it in Philgeps with Solicitation No. RFQ2023-03-06 and Reference No. 9624897 and ISUFST Main Poblacion Site Bulletin for 3 days;

Whereas, in response to the said advertisement, three (3) bidders submitted the application for eligibility to bid and was found eligible and passed the preliminary examination of bids on April 3, 2023 @ 09:00 a.m.:

Name of Bidder	Bid Amount as Read	% Variance from ABC
Philippine Duplicators Inc.	Php 84, 000.00	1.74%
Copylandia Office System Corp.	Php 85, 000.00	1.68%
U-Bix Corporation	Php 85, 500.00	1.30%

Whereas, on April 4, 2023@ 09:00 a.m. the Evaluation of Bids are as follows:

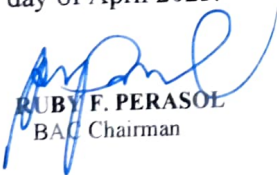
Name of Bidder	Bid Amount as Read	% Variance from ABC
Philippine Duplicators Inc.	Php 84, 000.00	1.74%
Copylandia Office System Corp.	Php 85, 000.00	1.68%
U-Bix Corporation	Php 85, 500.00	1.30%

Whereas, on April 12, 2023 @ 09:00 a.m. upon careful examination, validation and verification of all the technical and financial requirements submitted by the bidder with the Lowest- Calculated Bid, Philippine Duplicators Inc. has been found responsive;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED

- a.) To declare **Philippine Duplicators Inc.** as the Lowest-Calculated and Responsive Bidder.
- b.) To recommend approval for Notice of Award on Purchase and Delivery of Photocopier.

RESOLVED, at the BAC Office, Iloilo State University of Fisheries Science and Technology, 14<sup>th</sup> day of April 2023.

  
**RUBY F. PERASOL**  
 BAC Chairman

  
**FLOCERPEDA H. BELAONG**  
 BAC Member

  
**JOSE S. ARICAYA**  
 BAC Member

  
**RENANTE A. DIAMANTE**  
 BAC Member

**NORDY D. SIASON, JR., Ed.D., CESO VI**

SUC President II  
 Approved on: April 14, 2023