NOTICE OF AWARD

MS. MARICRIS C. DE LEON
PHILCOPY CORPORATION
793 J.P. Rizal Avenue, Poblacion, Makati City

Dear Ms. De Leon:

We are pleased to notify you that your quote proposal for the Supply, Delivery, and Installation of ONE (1) Unit of Heavy-Duty Photocopier is being awarded to the **PHILCOPY CORPORATION** with Contract Price amounting to **Three Hundred Eight Thousand Four Hundred Pesos Only (P308,400.00).**

Please acknowledge receipt and acceptance of this notice by signing at the portion provided below. Keep a copy and return the original copy to this office at the soonest.

You are also required to formally enter into contract with us immediately. Failure to do so shall constitute a sufficient ground for cancellation of this award.

Thank you.

Very truly yours,

GLENDA D. RELOVA
Executive Director and
Head of the Procuring Entity (HOPE)
Date: 8/13/26

Conforme:

MARICRIS C. DE LEON
Date: 08/14/2026

NOTICE TO PROCEED

MS. MARICRIS C. DE LEON
PHILCOPY CORPORATION
793 J.P. Rizal Avenue, Poblacion, Makati City

Dear Ms. De Leon:

This refers to our award of contract to you for the Supply, Delivery, and Installation of ONE (1) Unit of Heavy-Duty Photocopier with Contract Price amounting to **Three Hundred Eight Thousand Four Hundred Pesos Only (P308,400.00)**, inclusive of appropriate taxes and fees.

In relation thereto, notice is hereby given to your company that the implementation of the said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the contract.

Please acknowledge receipt and acceptance of this notice by signing at the portion provided below.

Very truly yours,

GLENDA D. RELOVA
Executive Director and
Head of the Procuring Entity (HOPE)
Date: 8/13/26

Conforme:

MARICRIS C. DE LEON
Date: 08/14/2026

PURCHASE ORDER

National Council on Disability Affairs
Agency

Supplier: **PHILCOPY CORPORATION**	P.O. No. **2608-0077**
	Date: August 7, 2026
Address: 793 J.P. Rizal Avenue, Poblacion, Makati City	Mode of Procurement:

Gentlemen:

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

Place of Delivery: NCDA, Quezon City	Delivery Term:
Date of Delivery: within 45 calendar days after receipt of the NTP	Payment Term: 3-5 weeks after invoice date

Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	lot	1	**Supply, Delivery, and Installation of ONE (1) Unit of Heavy Duty Photocopier** Technical Specifications: Type- Digital Color Copier with Network Printing, Color Scanning Copy/Print Speed- 25 copies per minute (A4, monochrome and color) Print Resolution-600 x 600 dpi Paper Size - SRA3, Legal, A4, Letter, A3, A5 Memory - Standard 4GB RAM, 32GB SSD Paper Capacity - Two 500-sheet universal cassettes and 100-sheet multi-purpose tray Duplexing - Built-in Duplex Unit Processor - Quad Core Connectivity - WIFI and LAN Connectivity, USB Ports Optical Character Recognition (OCR) supported: Yes **Additional Requirements:** All prospective bidders must submit the legal, technical, and financial documents as required by law, including but not limited to: Mayor's Permit, BIR Certificate of Registration, DTI/SEC/CDA registration, and a valid Tax Clearance. **Additionally:** • The specific brand/model unit being offered must be covered by a Brochure or Technical Data Sheet. • A valid and current Certificate of Resellership issued by the manufacturer must be submitted. • A Manufacturer's Certificate indicating that the bidder is an Authorized Service Provider of the brand being offered must be submitted. • The bidder must have PhilGEPS Membership (Platinum). **OBLIGATIONS AND RESPONSIBILITIES:** **The supplier must:** • Provide User and System Manuals, Technical Materials, Recovery Utilities (e.g., USB recovery drive), and complete documentation of the equipment including an inventory of components and their corresponding brand, model, and serial numbers. • Provide a list of authorized service centers nationwide in Metro Manila. **DELIVERY:** • The supplier must deliver (one-time delivery) the 1 unit Heavy Duty Photocopier within Forty-Five (45) calendar days at the NCDA Building, Isidora Street, Brgy. Holy Spirit, Quezon City, after receipt of the Notice to Proceed. • Fifteen (15) days prior to the delivery, the supplier must inform NCDA in writing of the complete delivery schedule to allow proper coordination with the inspecting officer.	308,400.00	308,400.00

Stock No.	Unit	Quantity	Description	Unit Cost	Amount
			WARRANTY: **The supplier must ensure that NCDA receives the following:** • A Certificate on the Availability of Spare Parts to guarantee immediate replacement of defective parts within the warranty period. The bidder • Shall ensure the availability of spare parts for at least five (5) years from the purchase date. • Spare parts or components must be supplied promptly, but no later than seven (7) days from receipt of a service request. • A test must be conducted by the supplier, witnessed by the NCDA inspection team, during or after the delivery to ensure that all units are functioning properly before final acceptance. • Defective parts must be replaced free of charge during the warranty period. • The supplier must provide on-call technical support eight (8) hours a day, seven (7) days a week. **OTHER REQUIREMENTS:** • The supplier must have completed a single contract similar to the contract to be bid, with a value at least equivalent to fifty percent (50%) of the Approved Budget for the Contract (ABC). For this purpose, a similar contract means the supply and delivery of heavy-duty photocopier. • The supplier must be a reputable Information Technology firm with at least five (5) years of business operation. • The Bids and Awards Committee (BAC) shall conduct post-qualification in accordance with RA No. 12009 to validate the legal, technical, and financial capability of the bidder. • The product offered must have a Philippine office with a technical support group. • Supplier must have a technical support office in Metro Manila with contact details. Supplier and product must have information readily available on the internet. • Product offered must have a reputable consumer review. • Brand of product offered should have good manufacturing practices and should engage in eco-friendly practices. • The supplier must have similar projects with other government agencies. See attached Terms of Reference for the full specifications and terms and conditions. ***NOTHING FOLLOWS***		
Three Hundred Eight Thousand Four Hundred Pesos Only					**308,400.00**

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.

Very truly yours,

GLENDA D. RELOVA
Executive Director
8/13/26

CONFORME:

MARICRIS C. DE LEON
(Signature over printed name)

08/14/2026
(Date)

Funds Available: Amount: _____