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Republic of the Philippines  
**CAMARINES NORTE STATE COLLEGE**  
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

**OFFICE OF THE COLLEGE PRESIDENT**  
Mobile No. 09190042141/Email: [president@cnc.edu.ph](mailto:president@cnc.edu.ph)

**NOTICE OF AWARD**

Date Issued: 07-13-2021

**GENALYN G. ABIAR**  
Branch Manager  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
G/F Metrobank Building, Peñafrancia Avenue,  
Naga City

Madam:

In conformity with the recommendation of our **Bids and Awards Committee for Goods and Services**, you are hereby notified that your bid dated **May 7, 2021** for the **SUPPLY AND DELIVERY OF PHOTOCOPIER, TONER AND PARTS (Lot 1)**, CNSC Main Campus, Daet, Camarines Norte, in the amount of **Three Hundred Forty Eight Thousand, One Hundred Fourteen Pesos (PHP 348,114.00)** as per **BAC Resolution No. 023, s.2021** dated **May 17, 2021** and in accordance with the Instructions to Bidders, is accepted.

Accordingly, you are required to post within Ten (10) calendar days from receipt of this notice, the corresponding **Performance Security**, in the amount and form as stipulated in the Instruction to Bidders and pursuant to Section 39.2 of the Implementing Rules and Regulations of R.A. 9184. Non-compliance of this requirement shall be a sufficient ground in the cancellation of the award and forfeiture of your Bid Security.

Please appear in this office for the signing of the Contract Agreement **not later than five (5) calendar days upon receipt of this notice**. Otherwise, we will be constrained to cancel the award.

Very truly yours,

**DR. FREDDIE T. BERNAL, CESO III**  
Officer-in-Charge

Conformed:

Name of Bidder: Copylandia Office Systems Corp.  
Authorized Representative: Genalyn G. Abiar  
(Signature above Printed Name)

Date Signed: \_\_\_\_\_  
(Month/Day/Year)

Date of Receipt of Notice of Award: 07-15-2021  
(Month/Day/Year)



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ISO 9001:2018



**CONTRACT AGREEMENT**

THIS AGREEMENT, made this 23 day of August, 2021 between **CAMARINES NORTE STATE COLLEGE (CNSC)**, with principal office at **F. Pimentel Avenue, Daet, Camarines Norte**, (hereinafter called the "Entity") and **COPYLANDIA OFFICE SYSTEMS CORPORATION**, with business address at **G/F Metrobank Building, Peñafrancia Avenue, Naga City**, (hereinafter called the "Supplier").

**WHEREAS**, the Entity invited Bids for certain goods and ancillary services, particularly **SUPPLY AND DELIVERY OF PHOTOCOPIER TONER AND PARTS**, at CNSC Main Campus, Daet, Camarines Norte and has accepted the bid of the Supplier for the supply of those goods and services in the sum of **Three Hundred Forty-Eight Thousand, One Hundred Fourteen Pesos (PHP 348,114.00)**, (Hereinafter called the Contract Price), for the following items:

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

Item No.	Description	Quantity	Unit of Issue	Unit Cost	Total Cost
1	Fusing Unit (Ineo 164)	1	set	12,808.00	12,808.00
2	Imaging Unit (Ineo 164)	1	set	19,920.00	19,920.00
3	Fusing Unit (Ineo 226)	1	piece	13,006.00	13,006.00
4	Fusing Unit (Ineo 206)	2	unit	13,006.00	26,012.00
5	Regulating Plate (Ineo 206)	1	piece	743.00	743.00
6	TN 116	32	bottles	3,437.50	110,000.00
7	TN 118	53	bottles	3,125.00	165,625.00
<b>TOTAL</b>				<b>P 348,114.00</b>	

**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 hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act. No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract;
    - iv. Supplemental or Bid Bulletins, if any;
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - iii. Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract and the Bidder's conforme thereto; and

*Handwritten signature/initials*

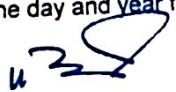


e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents of information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of **Three Hundred Forty-Eight Thousand, One Hundred Fourteen Pesos (PHP 348,114.00)** or such other sums as may be ascertained, **COPYLANDIA OFFICE SYSTEMS CORPORATION**, agrees to the **SUPPLY AND DELIVERY OF PHOTOCOPIER TONER AND PARTS**, at CNSC Main Campus, Daet, Camarines Norte in accordance with his/her/its Bid.


4. The **CAMARINES NORTE STATE COLLEGE** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

**IN WITNESS WHEREOF** the parties thereto have caused this Agreement to be executed on the day and year first above-written.

  
\_\_\_\_\_  
**DR. FREDDIE T. BERNAL, CESO III**  
Officer-In-Charge

For:

**CAMARINES NORTE STATE COLLEGE**  
F. Pimentel Avenue, Brgy. II  
Daet, Camarines Norte

  
\_\_\_\_\_  
**GENALYN G. ABIAR**  
Branch Manager

For:

**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
G/F Metrobank Building,  
Peñafrancia Avenue, Naga City

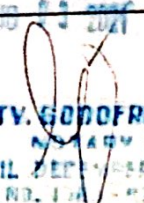
#### ACKNOWLEDGMENT

Republic of the Philippines ]  
\_\_\_\_\_  
]s.s.  
\_\_\_\_\_  
]

BEFORE ME, Notary Public, personally appeared, **FREDDIE T. BERNAL** and **GENALYN G. ABIAR**, known to me to be the same persons who executed the foregoing **CONTRACT AGREEMENT** and acknowledged to me that the same is their free act and deed, and that they have exhibited to me their valid/government issued I.D.s

WITNESS MY HAND AND SEAL this \_\_\_ day of \_\_\_\_\_ 2021

Doc. No. 361  
Page No. 74  
Book No. 16  
Series of 2021

  
**ATTY. GODOFREDO GUZMAN**  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2021  
IES NO. 104-02-118-118  
ROLE NO. 1186  
TRAINING NO. 1186  
PIR NO. 1186  
MCLE COMPLIANCE NO. 003383  
VALID UNTIL 04-14-22



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**OFFICE OF THE COLLEGE PRESIDENT**  
Mobile No. 09190042141/Email: [president@cnscc.edu.ph](mailto:president@cnscc.edu.ph)

### NOTICE TO PROCEED

Date Issued:

08-04-2024

**GENALYN G. ABIAR**  
Branch Manager  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
G/F Metrobank Building, Peñafrancia Avenue  
Naga City

Madam:

With herein attached approved Contract Agreement, you are hereby notified to proceed, commence and perform the terms and conditions of the contract on the **SUPPLY AND DELIVERY OF PHOTOCOPIER TONER AND PARTS**, at CNSC, Daet, Camarines Norte, with a Contract Price of **Three Hundred Forty-Eight Thousand, One Hundred Fourteen Pesos (PHP 348,114.00)** effective today, 08-04-2024 or within five (5) days from receipt of this notice.

Please acknowledge receipt of this Notice to Proceed by signing both copies at the space provided below and kindly return one (1) copy to this office.

Very truly yours,

**DR. FREDDIE T. BERNAL, CESO III**  
Officer-in-Charge

I acknowledge receipt of this Notice on: Aug. 10, 2024  
(Month/Day/Year)

Name of Supplier/Contractor/Authorized Representative:

**GENALYN GASES-ABIAR**  
NAGA BRANCH MANAGER  
**COPYLANDIA OFFICE SYSTEMS CORP.**

(Signature above Printed Name)