


REYMANNTE B. BASCO
Attorney IV
BENGUET STATE UNIVERSITY



Republic of the Philippines
Benguet State University
La Trinidad, Benguet
Tel/Fax No. 422-2281
www.bsu.edu.ph



NAME OF PROJECT : PROCUREMENT OF DIGITAL DUPLICATOR AND COPIER
(IB No. 2025-24)

SUBJECT : CONTRACT AGREEMENT

CONTRACT NUMBER : 2025-25

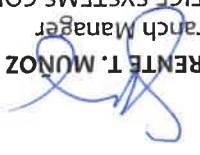

STEPHANIE C. TAYABAN
Solutions Consultant
COPYLANDIA OFFICE SYSTEMS CORPORATION

This Contract made and entered into this 14th day of August 2025 by and between:

BENGUET STATE UNIVERSITY, a chartered public educational institution of higher learning, established and existing under the laws of the Republic of the Philippines having office at La Trinidad, Benguet, herein referred to as **BSU** and represented by its President, **KENNETH ALIP LARUAN**;

and

COPYLANDIA OFFICE SYSTEMS CORPORATION a business entity duly organized and existing in accordance with the laws of the Republic of the Philippines, and principal address at Unit G/F 22 and LGS 08 Mega Tower Residences 1 Sandico Cor. Tecson St. Salud Mitra, Baguio City represented by its Authorized Representative, **LAURENTE T. MUÑOZ** herein referred to as the **“SUPPLIER”**.


LAURENTE T. MUÑOZ
Branch Manager
COPYLANDIA OFFICE SYSTEMS CORPORATION

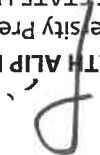
WITNESSETH

WHEREAS, consonant to the provisions of R.A 9184, the BENGUET STATE UNIVERSITY posted an Invitation to Bid for the project: Procurement of Digital Duplicator and Copier (IB 2025-24) in the PhilGEPS, agency website and four (4) conspicuous places continuously starting on July 4, 2025;

WHEREAS, in response to the Invitation, three (3) bidders **COPYLANDIA OFFICE SYSTEMS CORPORATION, PHILIPPINE DUPLICATOR, INC.** and **XWORKS SALES AND SERVICES, INC.**, bought and submitted their bids on the scheduled submission at 8:30 AM of July 14, 2025;

WHEREAS, after checking of the eligibility requirements (Envelope A) submitted, **PHILIPPINE DUPLICATOR, INC.**, and **XWORKS SALES AND SERVICES, INC.** were declared ineligible for having failed the “pass/fail” criteria, while **COPYLANDIA OFFICE SYSTEMS CORPORATION** was declared eligible for having passed the “pass/fail” criteria, hence, the financial proposal was opened;

WHEREAS, upon checking of the financial offer of the bidder, **COPYLANDIA OFFICE SYSTEMS CORPORATION** and upon bid evaluation, the eligible bidder was declared as the Single Calculated Bidder (SCB) for Items 1 (Digital Duplicator), 2 (Copier, warm up time: 20 seconds) and 3 (Copier, warm up time: 24 seconds), and recommended for post qualification;


KENNETH ALIP LARUAN
University President
BENGUET STATE UNIVERSITY

WHEREAS, upon careful examination, validation and verification of the legal, technical and financial requirements submitted and stated in its bidding documents, the bid of the herein **SUPPLIER** was found to be compliant and responsive to the requirements of the project,

however, it failed to meet the required technical specification for Item 1 and 2. Hence, on July 29, 2025 under BAC Resolution Number 2025-810, the Bids and Award Committee declared Copylandia Office Systems Corporation as the Single Calculated and Responsive Bid (SCRB) for Item 2 (Copier) only;

REYNANTE B. BASCO

Attorney
BENGUET STATE UNIVERSITY

WHEREAS, the **BENGUET STATE UNIVERSITY** accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Hundred Sixty-five Thousand Pesos Only (Php. 165,000.00)**, hereinafter called the “Contract Price” vis-à-vis the approved Budget for the Contract for the project of Two Hundred Twenty Thousand Pesos Only (Php. 220,000.00);

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are as respectively assigned to them in the Conditions of Contract 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 integral part of this Agreement, viz.:
 - a. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or bid bulletin, if any
 - b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
Bid form, including all 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;
 - c. Performance Security;
 - d. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - e. Other Contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. The Winning bidder agrees that additional documents or 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 of the sum of One Hundred Sixty-five Thousand Pesos Only (Php. 165,000.00) or such other sums as may be ascertained, **COPYLANDIA OFFICE SYSTEMS CORPORATION** agrees to particularly for item 2 under the project Procurement of Digital Duplicator and Copier (IB No. 2025-24) in accordance with his/her/its Bid.
4. That the delivery period is **Thirty (30)** calendar days; counted from the supplier’s receipt of the Notice to Proceed;
5. The Benguet State University agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

STEPHANIE G. TAYABAN

Solutions Consultant
COPYLANDIA OFFICE SYSTEM CORPORATION

LAURENTE T. MUÑOZ

Authorized Representative

COPYLANDIA OFFICE SYSTEM CORPORATION

KENNETH ALIP LARUAN

University President

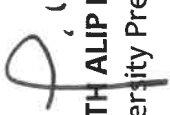
BENGUET STATE UNIVERSITY

IN WITNESS WHEREOF, the parties or through their authorized representatives have signed this Agreement on the day and year first written.

BENGUET STATE UNIVERSITY

COPYLANDIA OFFICE SYSTEMS
CORPORATION

By:


KENNETH ALIP LARUAN
University President

By:


LAURENTE T. MUÑOZ
Authorized Representative

WITNESSES:


REYNANTE B. BASCO
Attorney IV
Benguet State University


STEPHANIE G. TAYABAN
Solutions Consultant
Copylandia Office Systems
Corporation

Funds Available: Charged to IGI


IMELDA B. GALINATO, PhD.
Accountant IV

ACKNOWLEDGMENT

Republic of the Philippines)
) S.S.

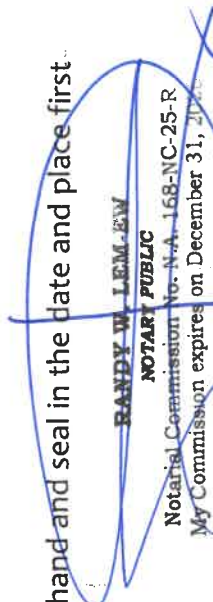
BEFORE ME, a Notary Public for and in  this 03 day
of SEP 03 2025, personally appeared the following with competent evidence of their
identity:

Name	Valid Government –Issued ID	CTC No., Date and Place of Issue
KENNETH ALIP LARUAN	BSU Employee ID # 010316	CTC # : 01793823 Issued on: January 8, 2025 Issued at La Trinidad, Benguet
LAURENTE T. MUÑOZ	<u>LTD Q - A01 - 02</u> <u>0005720</u>	CTC # : Issued on: _____ Issued at _____

and their instrumental witnesses. They are known to me to be the same persons who executed the foregoing Contract Agreement consisting of three (3) pages including this page wherein this acknowledgment is found. They affirm that their signatures on the instrument were voluntarily affixed by them for the purpose and is their free and voluntary act and deed and of the establishments they respectively represent.

IN WITNESS WHEREOF, I hereby set my hand and seal in the date and place first
above written.

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Page No. 15
Book No. 30
Series of 2025


RANDY W. LEM-EW
NOTARY PUBLIC
Notarial Commission No. N/A-168-NC-25-R
My Commission expires on December 31, 2025
Roll No. 87798, \$/25/17, Manila
PTR No. 7666255-01/02/24, Baguio City
IBP No. 482860, 12/12/24, for Year 2025
MCLE Compliance No. VII-0015826 until April 14, 2028
Rm. 21A Sacred Heart Bldg., Diego Silang St., B.C
Mobile Nos.: 0918-400-6899, 0956-2862-672