

REYNANTE B. BASCO
Attorney in Charge
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. 2025-24A)**

SUBJECT : CONTRACT AGREEMENT

CONTRACT NUMBER : 2025-29

This Contract made and entered into this 24th September 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

XWORKS SALES AND SERVICES, INC. a business entity duly organized and existing in accordance with the laws of the Republic of the Philippines, and principal address at Suite 602 National Life Building, Session Road, Baguio City represented by its Sales & Marketing Manager, **ELVIN M. DELA CRUZ** herein referred to as the **"SUPPLIER"**.

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 2025-24A) in the PhilGEPS, agency website and four (4) conspicuous places continuously starting on August 11, 2025;

WHEREAS, in response to the Invitation, two (2) bidders **COPYLANDIA OFFICE SYSTEMS CORPORATION** and **XWORKS SALES AND SERVICES, INC.**, bought and submitted their bids on the scheduled submission at 8:30 AM of August 19, 2025;

WHEREAS, after checking of the eligibility requirements (Envelope A) submitted, **COPYLANDIA OFFICE SYSTEMS CORPORATION** and **XWORKS SALES & SERVICES, INC.** were declared eligible for having passed the "pass/fail" criteria, hence, the financial proposal were opened;

WHEREAS, upon checking of the financial offers of the eligible bidders and as result of bid evaluation, **XWORKS SALES & SERVICES, INC.** was declared as the Lowest Calculated Bidder (LCB) for Item 1 (Digital Duplicator) and **COPYLANDIA OFFICE SYSTEMS CORPORATION** for Item 2 (Copier), and were recommended for post qualification;

WHEREAS, after careful examination and verification of all the submitted documents of the eligible bidders and having been post qualified by the Bids and Awards Committee, with the assistance of the Technical Working Group (TWG), the bids of **XWORKS SALES & SERVICES, INC.** and **COPYLANDIA OFFICE SYSTEMS CORPORATION** were declared post disqualified for non-compliance with the technical specifications of the following items:

KENNETH ALIP LARUAN
University President
BENGUET STATE UNIVERSITY

ELVIN M. DELA CRUZ
Sales & Marketing Manager
XWORKS SALES AND SERVICES, INC.

WORLY B. JIMENEZ
Operations Manager
XWORKS SALES AND SERVICES, INC.

REYNANTE B. BASCO
Attorney IV
BENGUET STATE UNIVERSITY

Required Technical Specification	Bidder's Offer
XWORKS SALES & SERVICES, INC.	
Item 1 (Digital Duplicator)	
At least 130 prints per minute	At least 120 prints per minute
300 x 600 dpi print resolution	300 x 400 dpi print resolution
Print Speed: 130 ppm	Print Speed: 120 ppm
Ink Black, 800 ml	Ink Black, 600 ml

Required Technical Specification	Bidder's Offer
COPYLANDIA OFFICE SYSTEMS CORPORATION	
Item 2 (Copier)	
1200 x 1200 dpi print resolution	1800 x 600 dpi print resolution

Thus, the bidders were issued notices of post-disqualification;

WHEREAS, COPYLANDIA OFFICE SYSTEMS CORPORATION did not file Request for Reconsideration (RR), while **XWORKS SALES & SERVICES, INC.** filed RR within the reglementary period;

WHEREAS, the RR was given merits following further scrutiny of the submitted documents together with the explanation stated by the bidder and having been clarified that the offer is higher than the required specifications, thus, advantageous to the procuring entity. Hence, the granting of the bidder's RR;

WHEREAS, with the foregoing findings considered the bid of **XWORKS SALES & SERVICES, INC.** for Item 1 (Digital Duplicator) is determined as the Lowest Calculated and Responsive Bid (LCRB) while a declaration of failure of bidding for Item 2 (Copier) was made, thus, recommended for reposting;

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 Nine Thousand Five Hundred Pesos Only (Php. 109,500.00)**, hereinafter called the "Contract Price" vis-à-vis the approved Budget for the Contract for the project of Two Hundred Pesos Only (Php. 200,000.00);

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are as are 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 statement 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;

KENNETH ALIP LARUAN
University President
BENGUET STATE UNIVERSITY

ELVIN M. DELA CRUZ
Sales & Marketing Manager
XWORKS SALES AND SERVICES, INC.

WORLD B. TIMENEZ
Operations Manager
XWORKS SALES AND SERVICES, INC.

- 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 Nine Thousand Five Hundred Pesos Only (Php. 109,500.00) or such other sums as may be ascertained, **XWORKS SALES AND SERVICES, INC.** agrees to supply and deliver item 1 (Digital Duplicator) under the project Procurement of Digital Duplicator and Copier (IB No. 2025-24A) 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.

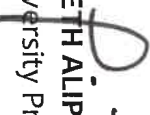
IN WITNESS WHEREOF, the parties or through their authorized representatives have signed this Agreement on the day and year first written.

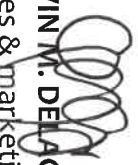
BENGUET STATE UNIVERSITY

XWORKS SALES AND SERVICES, INC.

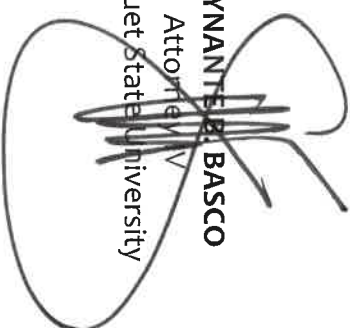
By:

By:


KENNETH ALIP LARUAN
University President


ELVIN M. DELACRUZ
Sales & marketing Manager

WITNESSES:


REYNANTE B. BASCO
Attorney IV
Benguet State University


WORLY B. JIMENEZ
Operations Manager
Xworks Sales and Services, Inc.

Funds Available: Charged to ICI **LCR ₱ 1,000,000.00**


IMELDA B. GALINATO, PhD.
Accountant IV

ACKNOWLEDGMENT

Republic of the Philippines)
Baguio City) S.S.

BEFORE ME, a Notary Public for and in Baguio City 0Cthis 14 2025
of _____ 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
ELVIN M. DELA CRUZ	<u>DRIVER'S LICENSE</u> <u>A01-94-045743</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 four (4) 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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Series of 2025


Notary Public for Baguio City
Notarial Commission No. 16-20-24-3
Until December 31, 2025
Roll of Attorney's No. 7, 1006, 0006, 7, 2018
PTR No. 7624354, January 13, 2025
Official Receipt No. 518377, January 23, 2025
Compliance No. VII-0038034, June 08, 2025
Suite 704, 7th Floor National Life Bldg
Session Road, Baguio City