

**CONTRACT AGREEMENT**  
Contract Agreement No. 2019-017

**JUN 18 2019**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019 between **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY** with principal office address at 6<sup>th</sup> and 7<sup>th</sup> Floors, Tower 1 Double Dragon Meridian Park, Diosdado Macapagal Avenue corner EDSA Extension Bay Area, Pasay City, represented herein by its Chief Operating Officer, **POCHOLO JOSELITO D. PARAGAS** (hereafter referred to as "**TIEZA**"),

- and -

**QUARTZ BUSINESS PRODUCTS CORPORATION**, with principal office address at Suite 910 Cityland 10 Tower 1, 6815 Ayala Avenue, Makati City, represented herein by its Product Manager, **ALDWIN A. TOMAGAN** (hereinafter called "**the Supplier**").

**WHEREAS**, pursuant to a competitive public bidding under R.A 9184 and its IRR, **TIEZA** invited Bids for the delivery and supply of the project **MANAGED PRINT SERVICES (MPS) C.Y. 2019-2022 FOR THE USE OF TIEZA OFFICE AS PER PR. NO. 19-01-0060** with an approved budget of **TWENTY-FIVE MILLION PESOS (PHP 25,000,000.00)**;

**WHEREAS**, **TIEZA** has accepted a bid from **QUARTZ BUSINESS PRODUCTS CORPORATION** as the Lowest Calculated and Responsive Bid in the sum of **TWENTY-THREE MILLION EIGHT HUNDRED THIRTEEN THOUSAND FOUR HUNDRED THIRTY AND 69/100 (PHP 23,813,430.69)** (hereafter called "**the Contract Price**").

**RECITALS**

1. In this Agreement words and expressions shall have the same definitions as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted for the Procuring Entity's bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security;
  - (g) the BAC Resolution; and
  - (g) the Entity's Notice of Award;
3. In consideration of the payments to be made by **TIEZA** to **QUARTZ BUSINESS PRODUCTS CORPORATION**, the latter hereby covenants with **TIEZA** to provide the goods and services with corresponding guaranties/warranties pursuant to R.A 9184 and its IRR and other applicable laws in conformity and in all respects with the provisions of the Contract.
4. That **TIEZA** hereby covenants to pay **QUARTZ BUSINESS PRODUCTS CORPORATION** in consideration of the provision of the goods and services with corresponding guaranties/warranties, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the \_\_\_\_\_ and 2019.



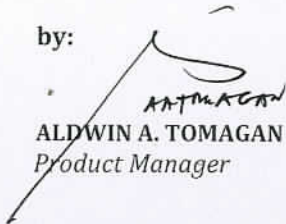
TOURISM INFRASTRUCTURE AND  
ENTERPRISE ZONE AUTHORITY

QUARTZ BUSINESS PRODUCTS CORPORATION

by:

  
POCHOLO JOSELITO D. PARAGAS  
Chief Operating Officer

by:

  
ALDWIN A. TOMAGAN  
Product Manager

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

~~MAKATI CITY~~) S.S.

BEFORE ME, a Notary Public in and for ~~MAKATI CITY~~, Philippines, this JUN 18 2019 day of \_\_\_\_\_ 2019 personally appeared:

Name	ID Presented/ID No.	Date & Place Issued
POCHOLO JOSELITO D. PARAGAS	_____	_____
ALDWIN A. TOMAGAN	_____	_____

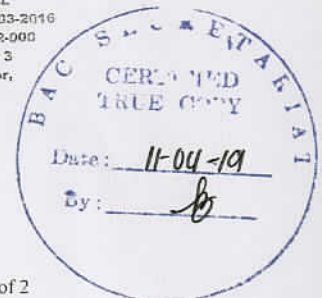
All known to me to be the same persons who executed the foregoing Contract of Agreement and acknowledged to me that the same is their free and voluntary act and deed and that of the entities they respectively represent.

This instrument consisting of two (2) pages, including the page where this acknowledgment is written has been signed on left-hand margin of each and every thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.

Doc No. 138  
Page No. 89  
Book No. 118  
Series of 2019.

ATTY. JOHN DOMINICO A. PONCE, JR.  
NOTARY PUBLIC  
APPOINTMENT BY THE JUDGE  
UNTIL DECEMBER 31, 2020  
PTR No. 7333123 / 01-03-2019 / MAKATI CITY  
ID No. 055600 / 11-27-2018 / RIZAL  
MCLE COMPLIANCE No. V-0023350 / 08-03-2016  
RGLL No. 38452 / TIN No. 106-099-102-000  
Unit G-14 Makati Executive Tower 3  
Sen. Gil Puyat Avenue, Pio Del Pilar,  
Makati City, Metro Manila







**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floor, Tower 1  
Double Dragon Plaza  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1302

☎ (+63) 998-539-0162  
☎ (+632) 249-5986 loc. 713 or  
✉ bacsecretariat@tieza.gov.ph  
🌐 www.tieza.gov.ph

May 29, 2019

**ALDWIN A. TOMAGAN**

*Product Manager*

**QUARTZ BUSINESS PRODUCTS CORPORATION**

Suite 910 Cityland 10 Tower 1,

6815 Ayala Avenue, Makati City

Tel. no.: 815-1466 loc. 122/ 818-7707

Email Address: aldwin.tomagan@quartz.com.ph

**SUBJECT: NOTICE OF AWARD**

**Dear Mr. Tomagan,**

The contract for the **MANAGED PRINT SERVICES (MPS) C.Y. 2019-2022 FOR THE USE OF TIEZA OFFICE AS PER PR. NO. 19-01-0060** is hereby awarded to you with a total contract price of **Php 23,813,430.69**.

In this connection, you are hereby instructed to enter into and execute the contract agreement with us within ten (10) days upon receipt of this Notice and furnish us with the following documents which shall form part of the contract agreement.

1.0 Performance bond amounting to any of the following:

1.1 5% of the contract price -

for cash, manager's check,  
cashier's check Bank  
draft/Guarantee confirmed by a  
Universal or Commercial Bank  
or irrevocable letter of credit issued  
by a Universal or Commercial Bank

1.2 30% of the contract price -

Surety Bond Callable upon  
demand issued by a surety or  
insurance company

Very truly yours,

  
**POCHOLO J.D. PARAGAS**  
*Chief Operating Officer*

Conformed

  
Signature over Printed Name

Date: JUNE 03, 2019





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6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1302

+63 998-539-0162  
+632 249-5900 loc. 713 or  
bacsecretariat@tieza.gov.ph  
www.tieza.gov.ph

19 June 2019

**ALDWIN A. TOMAGAN**

Product Manager

**QUARTZ BUSINESS PRODUCTS CORPORATION**

Suite 910 Cityland 10 Tower 1,

6815 Ayala Avenue, Makati City

Tel. no.: 815-1466 loc. 122

818-7707

Email Address: Aldwin.tomagan@quartz.com.ph

**NOTICE TO PROCEED**

Dear **Mr. Tomagan**,

Pursuant to our Contract Agreement for the **MANAGED PRINT SERVICES (MPS) C.Y. 2019-2022 FOR THE USE OF TIEZA OFFICE AS PER PR. NO. 19-01-0060** you are hereby directed to commence with your undertaking within Thirty **(30)** Calendar Days from receipt of this Notice.


We hope for a harmonious working relation with you.

Very truly yours,

  
**POCHOLO JOSELITO D. PARAGAS**  
Chief Operating Officer



Received By:

  
Printed Name & Signature

Date:

JUNE 27, 2019





**BAC RESOLUTION NO. 2019-25-B**  
**RECOMMENDING AWARD OF CONTRACT FOR THE PROCUREMENT OF**  
**MANAGED PRINT SERVICES (MPS) C. Y. 2019-2022 FOR THE USE OF TIEZA**  
**OFFICE AS PER P. R NO. 19-01-0060**

**WHEREAS**, after conducting the required Pre-Procurement Conference, the Bids and Awards Committee (BAC), through the BAC Secretariat, posted on February 4-26, 2019 an Invitation to Bid for the Procurement Of Managed Print Services (MPS) C. Y. 2019-2022 for the Use of TIEZA Office As Per P. R No. 19-01-0060 (hereinafter referred to as the project) in the websites of TIEZA and Phil-GEPS, and in conspicuous places within the premises of the TIEZA Office;

**WHEREAS**, the Approved Budget Contract (ABC) for the project is in the total amount of Twenty Five Million Pesos (Php25, 000,000.00);

**WHEREAS**, three (3) prospective bidders responded to the Invitation and secured bidding documents, namely:

1. Gakken (Philippines), Inc.;
2. Quartz Business Products Corporation; and
3. Otus Copy Systems, Inc.

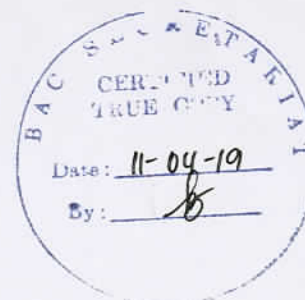
**WHEREAS**, during the opening of bids on February 26, 2019 held at the TIEZA Office which was attended by BAC members in quorum, COA Representative, and bidders' representatives among others, the result as reflected in the abstract of bid proposals shown as follows:

BIDDER	BID SECURITY	BID PRICE	RANK	REMARKS
Gakken (Philippines), Inc.;	Bid Securing Declaration	Php23,499,999.00	1	Passed, subject to detailed bid evaluation
Quartz Business Products Corporation	Bid Securing Declaration	Php23,813,430.69	2	Passed, subject to detailed bid evaluation
Otus Copy Systems, Inc.	Bid Securing Declaration	Php24,488,122.20	3	Passed, subject to detailed bid evaluation

**WHEREAS**, pursuant to Section 32 Rule IX of the 2016 revised Implementing Rules and Regulations of the Republic Act 9184, the bid proposals of Gakken (Philippines), Inc.; Quartz Business Products Corporation; and Otus Copy Systems, Inc. were subjected to detailed bid evaluation;

**WHEREAS**, the TWG found that the submitted SLCC of Gakken (Philippines), Inc. was an aggregate of two (2) contracts which are not similar to the contract to be provided which involves management of consumables needed for printing of documents;

**WHEREAS**, the TWG recommended for the disqualification of Gakken (Philippines), Inc. for failure to comply with ITB Clause 12.1(a) (ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC;



**WHEREAS**, the bid proposals of Quartz Business Products Corporation and Otus Copy Systems, Inc. were found compliant with and responsive to all the requirements and conditions in the bidding documents;

**WHEREAS**, the Bids and Awards Committee adopted the recommendation of the Technical Working Group to disqualify Gakken (Philippines), Inc. and recommended for the post-qualification of the second lowest bidder, Quartz Business Products Corporation;

**WHEREAS**, Quartz Business Products Corporation was accordingly informed of BAC's findings, and the former was required to submit the post-qualification documents (latest income and business tax returns) which was complied within five days from receipt of the Notice to Comply;

**WHEREAS**, TWG conducted the required Post Qualification on the bid of Quartz Business Products Corporation in accordance with Section 34 of the IRR of RA 9184 by validating, verifying, and ascertaining the authenticity of the documents submitted by Quartz Business Products Corporation, and the veracity of the statements contained in those documents;


**WHEREAS**, after verifying and validating that the documents submitted Quartz Business Products Corporation are authentic, in order, and contained true and accurate statements or information, the TWG recommended Quartz Business Products Corporation's bid be declared as the Lowest Calculated and Responsive Bid and the contract for the procurement of the project be awarded to Quartz Business Products Corporation;

**WHEREAS**, based on the result of the Bid Evaluation and Post Qualification, the BAC finds that the bid of Quartz Business Products Corporation is compliant with and responsive to all the requirements and conditions in the bidding documents; Quartz Business Products Corporation has the necessary legal, technical, and financial capacity to undertake the project;

**WHEREFORE, BE IT RESOLVED AS IT HEREBY RESOLVED**, to declare the bid Quartz Business Products Corporation as the Lowest Calculated and Responsive Bid and to recommend to the Head of Procuring Entity (HOPE) that the contract for the project be awarded Quartz Business Products Corporation.

Done on this 15<sup>th</sup> day of May 2019 at the City of Pasay, Philippines.





**Engr. NESTOR M. DOMALANTA**  
Chairman



**Atty. NINO RUPERTO F. AQUINO**  
Vice-Chairperson




**HERNANDO A. ENAL**  
Member

**MA. EVELYNE A. FRANCISCO**  
Member



**RAQUEL S. DELA CRUZ**  
Member



**Engr. JEOFFREY L. MACALALAD**  
Member





Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**

# **CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership)**

THIS IS TO CERTIFY THAT

**QUARTZ BUSINESS PRODUCTS CORPORATION**

910 Cityland 10 Tower 1, Ayala Avenue,  
Makati City Metro Manila

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 14-Dec-2000 pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **QUARTZ BUSINESS PRODUCTS CORPORATION** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof. The Procuring Entity reserves the right to verify, validate and ascertain the authenticity, completeness and truthfulness of all the submitted documents during the post-qualification process.

This Certificate is valid until 01-Mar-2019.

Issued this 27th day of February, 2018.

  
**ROSAMARIA M. CLEMENTE**  
OIC, Deputy Executive Director V

Documentary Stamp Tax Paid Php 30.00

PhilGEPS Registration No: 2000-1024  
Certificate Reference No: 2018017100  
Amended Date as of August 03, 2018 06:14 PM

**CERTIFIED TRUE COPY**  
BY: \_\_\_\_\_



## REMINDERS <sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

**PhilGEPS Registration No: 2000-1024**  
**Certificate Reference No: 2018017100**  
Amended Date as of August 03, 2018 06:14 PM

**CERTIFIED TRUE COPY**

BY: \_\_\_\_\_

**Page 2 of 3**

<sup>1</sup> Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

# List of Eligibility Documents

of

## QUARTZ BUSINESS PRODUCTS CORPORATION

910 Cityland 10 Tower 1, Ayala Avenue,  
Makati City Metro Manila

<b>SEC Certificate</b>	Registration Date : 28-Jul-1981 SEC Certificate Number : 100195
<b>Mayor's Permit</b>	Expiration Date : 31-Dec-2018 Permit Number : 1527 Place of Issue : Makati City Signatory : Hon. Mar-len Abigail S. Binay Issuance Date : 26-Jan-2018
<b>Tax Clearance</b>	Expiration Date : 17-Apr-2019 TCC Number : 08-050-04-17-R0089-2018 Signatory : GRACE EVELYN A. LACERNA Issuance Date : 17-Apr-2018
<b>Audited Financial Statement</b>	Date of Filing : 16-Apr-2018 Current Asset : Php 158,987,254.00 Total Asset : Php 403,495,636.00 Current Liabilities : Php 66,464,341.00 Total Liabilities : Php 72,888,769.00 Name of Auditor : Quirino C. Gotuaco BIR RDO Code : 50
<b>PCAB License</b>	Expiration Date : Issued By : Issuance Date : License Number : License First Issue Date : Principal Classification : Category :

PhilGEPS Registration No: 2000-1024  
Certificate Reference No: 2018017100  
Amended Date as of August 03, 2018 06:14 PM

CERTIFIED TRUE COPY

BY: \_\_\_\_\_





**TOURISM  
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6th & 7th Floors, Tower 1  
Double Dragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1308


(+63) 998 964-7090  
(02) 512-0468  
fisd@tieza.gov.ph  
tieza.gov.ph

**CERTIFICATE OF AVAILABILITY OF FUNDS**

This is to certify that funds in the amount of **SIX MILLION TWO HUNDRED FIFTY THOUSAND PESOS (₱ 6,250,000.00)** are available for the *Managed Print Services per PR # 19-01-0060 dated December 13, 2018.*

*Likewise, the annual rent for 2020-2022 will be included in each year's Corporate Operating Budget, broken down as follows:*

₱ 6,250,000.00 – April-December 2019  
8,333,333.33 – January-December 2020  
8,333,333.33 – January-December 2021  
2,083,333.34 – January-March 2022  
₱ 25,000,000.00

  
**RODOLFO E. ANCHETA**  
Manager, Financial Services Department

Rent Expense  
Fund Reference No. 2019-150 dated January 23, 2019





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DoubleDragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
EDSA Extension  
1302 Bay Area, Pasay City

249-5900 loc 609  
 mis@tieza.gov.ph  
 www.tieza.gov.ph

**Management Information Systems Department  
Terms of Reference  
Managed Print Services**

**Project Title: MANAGED PRINT SERVICES**

**Rationale**

1. To replace existing printer of TIEZA Office with any of the following characteristics:
  - a. At least 2 years old (service life)
  - b. Exhibit frequent malfunctions
  - c. Expensive to repair and maintain
  - d. Already classified as technologically obsolete/beyond repair
  - e. Parts are no longer available locally or imported components are too costly

**Components of the Projects:**

**14 units of A4 Color Multi-function Printer with print, scan, and copy function**

1. A4 Color Multi-Function Printer with print, scan, and copy function
2. Minimum print speed of 50ppm on both black and color (ISO)
3. Print resolution on color is up to 2400 x 1200 optimized dpi (when printing from a computer on branded advanced photo paper and 600 x 600 dpi.
4. Copier settings must have two sided copying, scalability, image adjustments (darkness, contrast, background)
5. Scan input mode must be capable of front panel applications: Copy, E-mail, Fax, Save to Network Folder, Save to
6. Minimum memory: capacity is 2048mb
7. Duty cycle is up to 120,000 pages
8. Printer paper input have 50 multi-purpose tray, 500 sheet input tray, 100 sheet ADF; with OEM printer cabinet and stand
9. Printer must have 300 sheet face-down output bin
10. Must have Encrypted hard drive with secured disk erased
11. Network interface; Gigabit Ethernet 10/100/1000T







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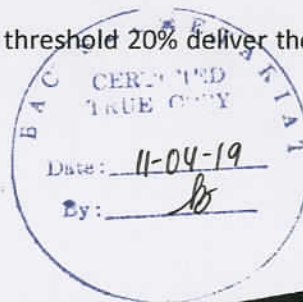
**14 units of A3 Color Multi-function Printer with print, scan, and copy function**

1. A3 Color Multi-Function Printer with print, scan, and copy function
2. Minimum print speed of 30ppm on black and color at A4, normal mode
3. Printer must have control panel Color Graphics Display (CGD) with touchscreen; adjustable angle display; walk up USB printing; Provision for card reader
4. Copier settings must have two-sided copying; scalability; image adjustments (darkness)
5. Scan input mode must be capable of Front panel applications; Copy, Email, Fax, Save to Network
6. Minimum memory: capacity is 6GB
7. Duty cycle is up to 300,000 pages
8. Printer paper input tray have 100 sheet multi-purpose tray, 2 x 520 sheet input tray, and with OEM printer cabinet
9. Printer paper input tray have 500 sheet face-down output bin
10. Storage must have 320gb high performance secure hard disk with secure disk erase capabilities
11. Network interface; Gigabit Ethernet 10/100/1000T

**Additional Requirements**

- All multifunction machines shall have pin access and card authentication for access and to include quantity (cost center based) users. All printers shall be accessible to all cost center.
- All multifunction machines shall have capability to generate report to specific cost center/ department. The report can be further segmented by the top users per department.
- Multifunction printer machines must have security features such a BIOS, memory and intrusion detection protection.
- All multifunction device can be integrate to LDAP/ Active Directory
- All supplies and printers must be brand new (No refurbished or compatible)
- All supplies and accessories must be OEM
- The bidder must be an authorized service partner of the brand/ product he is proposing as part of this bid. Current accreditation and certification documents as a service partner must be submitted as part of this bid.
- Multifunction printer must have firmware integrity validation
- All multifunction printer can Store documents on your secure server hard drive and reduce the amount of managed print queues by allowing users to authenticate and release their specific print jobs from the print winning bidder must conduct quarterly business review
- Authorized Manufacturer Partner
- For 28 units and 2 additional service units with three (3) years on site Warranty
- The delivery of goods is required within 30 to 45 calendar days upon issuance of Purchase Order (PO).
- ✓ - All bidders should have completed within the last 5 years from the date of submission and receipt of bids, a contract similar to the project which at least fifty percent (50%) of the ABC.
- 

Note: SLA: NBDOS cut off time 8:00am – 4:00pm Supplies delivery: toner threshold 20% deliver the following day two available service unit.





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 [mis@tieza.gov.ph](mailto:mis@tieza.gov.ph)  
 [www.tieza.gov.ph](http://www.tieza.gov.ph)

A pre-bid conference will be held to discuss issues/concerns regarding the project.

**Estimated Project Cost**

Approved Budget for the Contract (ABC) is **TWENTY FIVE MILLION PESOS ONLY (P25, 000, 000.00)**

**PREPARED BY:**

**MARY GRACE S. MENDEZ & JAYMIE LORRINE L. TORRES**  
Information Systems Planning Unit

**REVIEWED BY:**

**RAQUEL S. DELA CRUZ**  
Officer-in-Charge





# FINANCIAL BID FORM

CERTIFIED TRUE COPY

BY: \_\_\_\_\_

## Bid Form

Date: February 26, 2019  
Invitation to Bid No.: 19-02-0004

To: Tourism Infrastructure and Enterprise Zone Authority  
7<sup>th</sup> Floor, Tower 1 Double Dragon Plaza Double Dragon  
Meridian Park Macapagal Avenue corner Edsa Extension  
Bay Area Pasay City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Number 2019 - 04, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Supply and Delivery of MANAGED PRINT SERVICES (MPS) C.Y. 2019-2022 FOR THE USE OF TIEZA OFFICE AS PER PR. NO. 19-01-0060 in conformity with the said Bidding Documents for the sum of **Twenty Three Million Eight Hundred Thirteen Thousand Four Hundred Thirty Pesos and Sixty Nine Centavos Only (Php 23,813,430.69) VAT Inclusive** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a perform security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
<u>NO</u>	<u>NONE</u>	<u>NONE</u>
<u>NONE</u> (if none, state "None")	<u>NONE</u>	<u>NONE</u>

**CERTIFIED TRUE COPY**

BY: \_\_\_\_\_



Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, is granted full power and authority by the QUARTZ BUSINESS PRODUCTS CORPORATION, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **MANAGED PRINT SERVICES (MPS) C. Y. 2019-2022 FOR THE USE OF TIEZA OFFICE AS PER PR. NO. 19-01-0060** of the Tourism Infrastructure and Enterprise Zone Authority.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this 26<sup>th</sup> day of February 2019.

  
ALVIN TUGANO  
Signature

Product Manager  
in the capacity of

Duly authorized to sign Bid for and on behalf of **QUARTZ BUSINESS PRODUCTS CORPORATION**

  
**CERTIFIED TRUE COPY**

BY: \_\_\_\_\_

# PRICE SCHEDULE

CERTIFIED TRUE COPY

BY: \_\_\_\_\_



**For Goods Offered From Within the Philippines**

Name of Bidder: **QUARTZ BUSINESS PRODUCTS CORPORATION**

Invitation to Bid No. 19-02-0004

Page 1 of 73

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Quarterly Managed Print Services Machine & Maintenance Billing	PH	12	₱ 587,500.00	N/A	₱ 70,500.00	N/A	₱ 658,000.00	₱ 7,896,000.00
2	Mono Print Volume (A4)	PH	9,308,439	₱ 0.32	N/A	₱ 0.04	N/A	₱ 0.36	₱ 3,351,038.04
3	Color Print Volume (A4)	PH	3,102,813	₱ 3.62	N/A	₱ 0.43	N/A	₱ 4.05	₱ 12,566,392.65
	Total Print Volume		12,411,252						
<b>GRAND TOTAL:</b>									<b>₱23,813,430.69</b>

**Total Bid Price is VAT inclusive**

Note: Quarterly Billing shall be computed and billed in the following manner:

**Total Quarter Billing = Quarterly Managed Print Services (Php300,000.00) + (Actual Mono Print Volume A4 x Php0.36) + (Actual Color Print Volume A4 x Php4.05)**

ALDWIN A. TOMAGAN

Product Manager

Duly authorized to sign Bid for and on behalf of QUARTZ BUSINESS PRODUCTS CORPORATION

FEB 26, 2019

**CERTIFIED TRUE COPY**

BY: \_\_\_\_\_



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
DoubleDragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
EDSA Extension  
1302 Bay Area, Pasay City

(+632) 249-5900  
local 609  
mis@tieza.gov.ph  
www.tieza.gov.ph

**PURCHASE REQUEST**

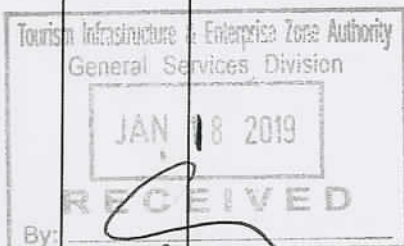
Department: Management Information Systems  
Department

P.R. No.: **19-01-0060**

Section: \_\_\_\_\_

Date: December 13, 2018

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
		<b>Managed Print Services (2019-2022)</b> 14 units A4 Color Multi-Function Printer with print, scan and copy function 14 units A3 Color Multi-Function Printer with print, scan and copy function <b>Printing Systems</b> <b>Services and Solutions</b> (Please see attached Terms of Reference for complete technical specifications)  *** Nothing Follows ***			25,000,000.00
		<b>TOTAL</b>			25,000,000.00



By: \_\_\_\_\_

**154**

**TIEZA**  
Budget Division  
Fund Ref. No.  
2019 - **150**

**Funds Available**

Ant **₱ 6,250,000**  
Account Amount

**RODOLFO E. ANCHETA**  
Manager, Financial Services Dept.

Purpose: For use of TIEZA offices

Requested by:

Signature

Printed Name:

Designation:

**RAQUEL S. DELA CRUZ**

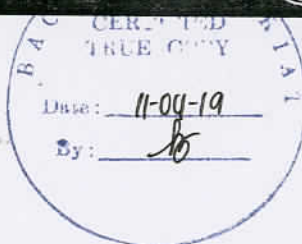
Office in charge, MISD

Approved by:

**POCHOLO J.D. PARAGAS**

Chief Operating Officer

**TIEZAWORKS**







REPL OF THE PHILIPPINES

CITY OF MAKATI

BUSINESS PERMITS OFFICE

PERMIT NO. 44663  
44663PAHINTULOT SA PANGANGALAKAL  
(BUSINESS PERMIT)

## MATALASTAS NG LAHAT:

(KNOW ALL MEN BY THESE PRESENTS)

NA SI/ANG:

(THAT)

QUARTZ BUSINESS PRODUCTS CORPORATION

na matatagpuan at may pahatirang sulat sa

U-910 CITYLAND 10 TOWER 1 6815 AYALA AVE., BEL-AIR  
(with postal address at)na itinatag nang may buong karapatan at umiiral sa ilalim ng mga batas ng  
(duly recognized and existing under the laws of the)Republika ng Pilipinas, ay pinagkalooban ng pahintulot na mangalakal bilang  
(Republic of the Philippines, is hereby granted the permit to operate as)

RTN, W-N

ngayong ika- 15 ng January 2019  
(on this) (day of)Ang pahintulot na ito ay matatapos sa ika- 31 of December 2019  
(This permit expires on)Malibang ito'y maagang bawiin at pawalang bisa.  
(unless sooner revoked)ATTY. MARIERT Q. PAGENTE  
OIC, BUSINESS PERMITS AND LICENSING OFFICEHON. MAR-LEN ABIGAIL S. BINAY  
PUNONG PANGLUNSOD  
(CITY MAYOR)

TAX YEAR	2019	QUARTER	1
O.R. NO.	3898463BT	O.R. DATE	01/15/2019
O.R. AMOUNT:	1,086,403.36		
MAYOR'S PERMIT FEE	10,000.00		
BUSINESS TAX	1,068,760.86		
SANITARY PERMIT FEE	600.00		
GARBAGE FEE	1,687.50		
SIGNBOARD FEE	200.00		
ENGINEERING FEE	0.00		
INDIVIDUAL MP FEE	1,700.00		
INDIVIDUAL HC FEE	1,700.00		
MEAT INSPECTION FEE	0.00		
FSI FEE	1,755.00		
BARANGAY CLEARANCE FEE	0.00		
<b>TOTAL</b>	<b>1,086,403.36</b>		

## IMPORTANT

Failure to renew this Business Permit within the prescribed period shall subject the taxpayer to a twenty-five percent (25%) surcharge and two percent (2%) penalty per month. Upon closure of business, surrender this permit to City Treasurer's Office on or before the twentieth (20th) day of the month following the quarter to avoid penalty.

CERTIFIED TRUE COPY

810031Q

ITO AY DAPAT IPASKIL SA HAYAG NA POOK NG KALAKALAN AT DAPAT IPAKITA SA SANDALING HINGIN NG MGA KINAUKULANG MAYKAPANGYARIHAN.

THIS MUST BE POSTED ON CONSPICUOUS PLACE AND BE PRESENTED UPON DEMAND BY PROPER AUTHORITIES.





**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower I  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
Pasay City 1308

(+63) 998-539-0162  
(+632) 512-0473  
bacsecretariat@tieza.gov.ph  
www.tieza.gov.ph

**Authority to Accept Payment**

Please accept the sum of ONE MILLION ONE HUNDRED NINETY THOUSAND SIX HUNDRED SEVENTY-ONE (Php 1,190,671.53) as bidder fee for Bid Documents PERFORMANCE BOND  
AND 53/100

PROJECT : MANAGED PMNT SERVICES (MPS) CY. 2019-2022  
SUITE 910 CITYLAND ANDOMINIUM 10, TOWER 1, 6815 MIRA  
AVENUE, MAKATI  
BIDDER : QUANTE BUSINESS PRODUCTS CORPORATION  
CONTACT PERSON : ALDWIN TOMAGAN  
CONTACT NO. : 09274314054  
EMAIL ADDRESS : aldwin.tomagan@quante.com.ph  
OFFICIAL RECEIPT NO. : 4766885  
TIN NO. OF COMPANY : 000-167-050-000

**Infrastructure:**

- ☐ Section I-IX  
☐ Bill of Quantity  
☐ Specifications  
☐ Plans  
☐ Manpower & List of Equipment  
☐ Summary of Bid  
☐ 10 pages sample template  
☐ Statement of Exclusivity Form  
☐ Bid Bulletin/s

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

BAC Secretariat

**Goods:**

- ☐ Section I-VIII  
☐ Terms of Reference  
☐ Specifications  
☐ 10 pages sample template  
☐ Bid Bulletin/s

Received by: \_\_\_\_\_

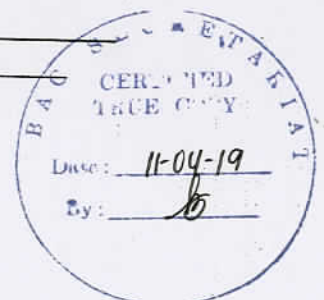
Date: \_\_\_\_\_

**Consultancy:**

- ☐ Section I-III  
☐ Terms of Reference  
☐ 4 pages sample template

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



received by  
[Signature]  
DATE



**TIEZA**  
Tourism Infrastructure and Enterprise Zone Authority  
Pasay City

**MEMORANDUM**

**FOR :** THE CORPORATE AUDITOR'S OFFICE


**FROM :** THE CHAIRPERSON  
Bids and Awards Committee

**SUBJECT :** MANAGED PRINT SERVICES (MPS) C.Y. 2019-2022 FOR THE USE OF TIEZA  
OFFICE AS PER PR. NO. 19-01-0060

**DATE :** October 24, 2019



COMMISSION ON AUDIT  
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

RECEIVED BY :   
DATE/TIME : OCT 31 2019  
10:40am

Submitted herewith are certified true copies of documents for the above mentioned project for contract review.

Accordingly, documents submitted by the contractor as part of its bid proposal are deemed **authentic copy of the original** on the basis of the Omnibus Sworn Statement.

1. Performance Bond
2. Notice to Proceed
3. Memorandum of Agreement
4. Notice of Award
5. BAC Resolution recommending award
6. TWG Resolution recommending award
7. BAC Resolution Post qualification
8. TWG Resolution Post qualification
9. Abstract of Bid proposals
10. Duly accomplished technical and financial evaluation form
11. Duly accomplished Post-qualification evaluation form
12. Minutes of the Pre-bidding Conference/Bid Bulletin
13. Letter to the two (2) observers
14. Notice to COA
15. Proof of Posting (Phil-GEPS) , TIEZA Website, and Conspicuous place (ITB and NOA)/Advertisement in the newspaper
16. Invitation to Bid
17. Certification of Availability of Funds (CAF)
18. Purchase Request (PR)
19. SEC/DTI
20. Mayors Permit
21. Tax Clearance
22. Statement of prospective bidder of all its ongoing and completed projects
23. Audited Financial Statement
24. Net Financial Statement Contracting Capacity (NFCC)
25. Bid Security and Official Receipt/Bid Securing Declaration
26. Omnibus Sworn statement
27. Bid proposal of winning bidder
28. Certificate of PhilGEPS
29. Income Tax Return
30. Business Tax Return
31. Certification of Head BAC Secretariat
32. Certification of BAC Chairman
33. Instruction to Bidders
34. General and Special Condition of the Contract

- 35. Letter of Intent (Optional)
- 36. TOR (Terms of Reference)
- 37. Posting of Award in PhilGEPS



**ENGR. NESTOR M. DOMALANTA**  
*BAC Chairperson*