

CONTRACT FOR ONE (1) LOT – PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST

This CONTRACT executed on the ____ day of _____ 20____ by and between:

Development Academy of the Philippines, a government-owned and controlled research institution duly organized and existing under and by virtue of Presidential Decree No. 205 as amended, with principal office address at DAP Building, San Miguel Avenue, Ortigas Center, Pasig City, represented herein by Acting President, Chief Executive Officer (APCEO) **LEOCADIO S. SEBASTIAN, PhD**, as evidenced by Board Resolution No. 18 Series of 2024 dated 21 August 2024; a copy of which is attached as **“Annex A”** and made integral part of this document, and hereinafter referred to as **“the Entity”**;

-and-

Multibiz International Corporation a company duly organized and existing under the laws of the Republic of the Philippines, and represented herein by its President **EMMANUEL C. CANDABA** with principal office at 470 Lalaan 2nd, Silang, Cavite, Region IV-A, Philippines, hereinafter called **“the Supplier”**.

WHEREAS, the Entity invited Bids for certain goods and services, particularly One (1) Lot – Rental of Print, Copy, and Scan Services Solution for One (1) Year or until Contract Price is Consumed, Whichever Comes First;

WHEREAS, the Supplier submitted a responsive bid and was awarded the contract for the procurement in the total amount of One Million Two Hundred Twenty Four Thousand Pesos (Php1,224,000) hereinafter referred to as the “Contract Price.”

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

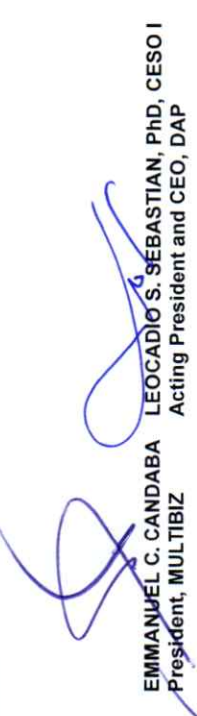

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.
2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, viz.:
 - a. Philippine Bidding Documents (PBD);
 - i. Invitation to Bid;
 - ii. Instruction to Bidders;
 - iii. Bid Data Sheet;
 - iv. General and Special Conditions of Contract;
 - v. Schedule of Requirements;
 - vi. Technical Specifications;
 - vii. Supplemental Bid Bulletins, if any (**attached as Annex “B”**); and
 - viii. Other contract documents that may be required by existing laws and/or the Entity.
 - b. Winning bidder’s bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid or Amendment or Endorsement of Correct Obligated for Bid Security, if any (**attached as Annex “C”**), resulting from the Procuring Entity’s bid evaluation;
 - c. Performance Security attached (**attached as Annex “D”**);

Contract for One (1) Lot – Procurement of Print, Copy, and Scan Services Solution for One (1) Year or until Contract Price is Consumed, Whichever Comes First
Multibiz international Corporation and Development Academy of the Philippines


LIZA ROSE A. FETALINO
Records Officer IV, DAP


MARIBETH DE LAYOLA
Business Development Manager, MULTIBIZ


HERMAN B. FERNANDEZ
Country Manager, MULTIBIZ
Acting Department Manager III, DAP


EMMANUEL C. CANDABA
President, MULTIBIZ

LEOCADIO S. SEBASTIAN, PhD, CESO I
Acting President and CEO, DAP


LIZA ROSE J. FETALINO
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President, MULTIBIZ
LEOCADIO S. SEBASTIAN, PhD, CESO I
Acting President and CEO, DAP

- d. Notice of Award of Contract; and the Bidder's Conforme thereto (**attached as Annex "E"**); and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.
3. In consideration of the Contract Price of One Million Two Hundred Twenty Four Thousand Pesos (Php1,224,000), or such other sums as may be determined in accordance with the terms of the Contract, the Supplier agrees to deliver and perform the items and related services for the One (1) Lot – Rental of Print, Copy, and Scan Services Solution for One (1) Year or until Contract Price is Consumed, Whichever Comes First described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
4. This Contract may be renewed of not more than three (3) years subject to performance evaluation. The duration of each renewal contract shall not exceed one (1) year and shall take effect at the conclusion of the initial term, unless either party notifies the other in writing at least thirty (30) days prior to the conclusion of the Agreement.
5. In the event of renewal of this Contract, any increase in the contract price shall not exceed ten (10) % per year and shall be subject to prior written agreement of the Parties.

Any proposed adjustments shall apply only upon the effectivity of the renewal term and shall be supported by proper justification and approval.

6. The Development Academy of the Philippines shall pay the Supplier based on the actual number of pages printed at the following approved rates:

	Rate per page (VAT Inc)	Monthly Volume Requirement
1. Color	PHP 4.15	No minimum copies
2. Monochrome	PHP 0.65	No minimum copies

7. The unit copy charge shall be based on the number of net copies reported monthly in the meter reading report which shall be computed starting from the date of installation of the Supplier's copiers, as evidence by the Delivery Receipt duly signed by the Development Academy of the Philippines upon installation.
8. The authorized representatives of the Entity and the Supplier shall in each month on the date of closing shown on the meter reading report enter the meter reading for the month in the report and certify thereunto;

In case the Representative is no longer connected to the Development Academy of the Philippines, the Entity shall immediately assign a replacement and must inform the Supplier of such change.

9. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

(signature page follows.)

Contract for One (1) Lot – Procurement of Print, Copy, and Scan Services Solution for One (1) Year or until Contract Price is Consumed, Whichever Comes First
Multibiz international Corporation and Development Academy of the Philippines

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

For the **Development Academy of the Philippines**

For the **Multibiz International Corporation**



LEOCADIO S. SEBASTIAN, PhD, CESO I
Acting President and CEO
Date _____



EMMANUEL C. CANDABA
President
Date _____

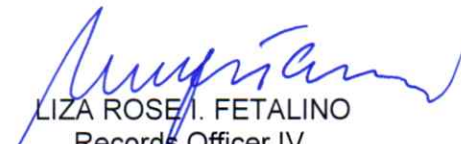
Signed in the presence of:



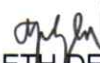
CHRISTIAN S. EPARWA
Acting Department Manager III,
Administrative Department



HERMAN B. FERNANDEZ
Country Manager



LIZA ROSE I. FETALINO
Records Officer IV,
Central Documentation and Records Division



MARIBETH DE LAYOLA
Business Development Manager

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
 CITY OF TAGAYTAY CITY: S.S.

BEFORE ME, a Notary Public in and for TAGAYTAY CITY, Metro Manila, Philippines, personally appeared the following persons with competent proof of identifications bearing their picture and signatures, viz;

<p>EMMANUEL C. CANDABA President Multibiz International Corporation</p>	<p>for the "MULTIBIZ" • Type of ID <u>DL</u> • ID No. <u>D18-03-00304</u> • Issued in _____ • Valid until <u>2/08/27</u></p>
<p>LEOCADIO S. SEBASTIAN, PhD, CESO I Acting President and CEO Development Academy of the Philippines</p>	<p>for the "DAP" • Type of ID _____ • ID No. _____ • Issued in _____ • Valid until _____</p>

Both known to me and to me known to be the same persons who executed the foregoing instrument, and they acknowledge to me that the same is their free and voluntary act and the deed of the corporations/entities they respectively represent.

This instrument consisting of thirty-seven (37) pages with reference to the attached Annexes, including the page where this acknowledgment is written, has been signed by the parties and their respective instrumental witnesses on each and every page hereof.

WITNESS MY SIGNATURE AND NOTARIAL SEAL this 19 MAR 2026 day of _____, 2026
 at (Place of Notary Public)

Doc No.: 361
 Page No.: 74
 Book No.: 70
 Series of: 2026



NOTARY PUBLIC
ATTY. FE EDITHA HERNANDEZ-ORONICO
 NOTARY PUBLIC FOR THE PROVINCE OF CAVITE
 COMMISSION EXPIRES DEC. 31, 2027
 GERARD BUILDING J.P. RIZAL AVENUE
 BRGY. KAYBAGAL SOUTH TAGAYTAY CITY
 ROLL OF ATTORNEY'S No. 65651
 IBP LIFE MEMBER ROLL NO. 016078
 PTR No. 6603399 / 01-05-2026 / TAGAYTAY CITY
 MCLE COMPLIANCE No. VIII-0016264

[Signature]
 LIZA ROSE I. FETALINO
 Records Officer IV, DAP

[Signature]
 MARIBETH DE LAYOLA
 Business Development Manager, MULTIBIZ

[Signature]
 CHRISTIAN S. EPARWA
 Acting Department Manager III, DAP

[Signature]
 HERMAN B. FERNANDEZ
 Country Manager, MULTIBIZ

[Signature]
 EMMANUEL C. CANDABA
 President, MULTIBIZ



BOARD RESOLUTION NO. 018 (s. 2024)

CONFIRMING THE AUTHORITY OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER OF THE DEVELOPMENT ACADEMY OF THE PHILIPPINES TO NEGOTIATE AND SIGN AGREEMENTS WITH OTHER ENTITIES IN THE FURTHERANCE OF THE ACADEMY'S GOALS AND OBJECTIVES

WHEREAS, the field of development in its various aspects, individual and national, formal and informal, human and organizational, admit varied interventions and contributions from individual, groups, associations, corporations, foundations and other related entities, the dynamic and creative potential of which may not be contained nor circumscribed;

WHEREAS, the Development Academy of the Philippines (DAP) is cognizant of these capabilities from other individuals, groups and entities which it would like to access through appropriate tie-ups, memoranda, contracts and agreements;

WHEREAS, to achieve the mentioned objective, it is necessary to adequately empower the management of DAP to enter into such contracts or agreements;

WHEREAS, under Referendum No. 01 Series of 1999, the DAP Board of Trustees (BOT) authorized the President of the Academy to negotiate and sign agreements with other entities to further the Academy's goals and objectives;

WHEREAS, under Board Resolution No. 2018-026, the DAP BOT, acting as the Head of the Procurement Entity (HoPE), delegated to the DAP President and CEO (PCEO) the authority to approve Procurement Activities¹ for purposes of economy and expediency, and increased the amount of the Approved Budget for Contract (ABC) of the procurement activities delegated to the DAP PCEO from Ten Million Pesos (Php 10,000,000.00) to Fifteen Million Pesos (Php 15,000,000.00);

WHEREAS, the DAP BOT subsequently increased the amount of the ABC of the Procurement Activities delegated to the DAP PCEO from Fifteen Million Pesos (Php 15,000,000) to Twenty Million Pesos (Php 20,000,000.00) by virtue of Board Resolution No. 006 (s. 2023);

WHEREAS, under Board Resolution No. 001 (s. 2024), the DAP BOT ratified the DAP Procurement Activities from 01 July 2022 to 13 November 2023;

WHEREAS, at present, there is no existing threshold amount as to the Client-Funded Projects to which the DAP PCEO was authorized to negotiate and enter into;

NOW, THEREFORE, be it RESOLVED, as it is hereby RESOLVED, that the DAP PCEO is hereby authorized to negotiate, enter into, and contract with any individual, group, corporation, foundation, partnership, association or any other entity, domestic or foreign, for the purpose of engaging the services or expertise of such individual or entity, in the performance, completion or contribution to any DAP program, project or enterprise, or any portion thereof, which, in the appreciation and discretion of the DAP PCEO, is to the best interest of the DAP towards the achievement of its goals and objectives.

¹ Procurement Activities in the nature of: 1) goods and services; 2) infrastructure works; 3) consulting services; and 4) alternative methods of procurement.

Procurement Activities delegated to the DAP PCEO pertain only to the regular course of business, affairs, and property, including repairs and maintenance of existing facilities, but exclude the requisition of real assets.

RESOLVED FURTHER, that for contracts and agreements entered into by the DAP such as, but not limited to, those for client-funded projects, DAP-funded learning and development activities, partnerships and other agreements, the DAP PCEO shall be authorized to enter into such contracts only up to the amount of Twenty Million Pesos (Php 20,000,000.00).

RESOLVED FURTHER, that the DAP Management shall submit all contracts to be entered into by the DAP PCEO under such authority for information of the DAP BOT on the next scheduled DAP BOT meeting immediately following the execution of such contracts.

RESOLVED FURTHER, that all contracts and agreements entered into by the DAP exceeding the amounts of Twenty Million Pesos (Php 20,000,000.00) shall be subject to the approval of the DAP BOT.

RESOLVED FINALLY, that this Resolution shall take effect upon approval and signature of majority of the members of the Board of Trustees.

APPROVED on the 21st day of August, 2024 in Pasig City.

BOARD RESOLUTION NO. 018 (s. 2024)

CONFIRMING THE AUTHORITY OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER OF THE DEVELOPMENT ACADEMY OF THE PHILIPPINES TO NEGOTIATE AND SIGN AGREEMENTS WITH OTHER ENTITIES IN THE FURTHERANCE OF THE ACADEMY'S GOALS AND OBJECTIVES

ACTION OF THE DAP BOARD OF TRUSTEES


ARSENIO M. BALISACAN OSEC-15969

Secretary, National Economic and Development Authority
Chairperson


KARLO A. B. NOGRALES
Chairperson, Civil Service Commission
Vice-Chairperson



ALLAN Q. UMALI
Undersecretary, Department of Agriculture
Member-Alternate

KENNETH G. RONQUILLO
Undersecretary, Department of Health
Member-Alternate

JUAN EDGARDO M. ANGARA
Secretary, Department of Education
Member

MARILYN B. BARUA-YAP
Undersecretary, Department of Agrarian Reform
Member-Alternate

AUGUSTO D. DELA PEÑA
Undersecretary, Department of Environment and Natural Resources
Member


CLARITO ALEJANDRO D. MAGSINO
Assistant Secretary, Department of Budget and Management
Member-Alternate


NIÑO RAYMOND B. ALVINA
OIC-Undersecretary, Department of Finance
Member-Alternate

MAJAH-LEAH V. RAVAGO
President & Chief Executive Officer, DAP
Member


JETHER K. CORPUZ
Office of the President
Member



development academy of the philippines

The National Productivity Organization



BID BULLETIN No.2		20 November 2025 (Thursday)
BIDDING NO.: IB25-419834-05	"ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST"	
APPROVED BUDGET CEILING (ABC): PHP3,300,000.00		
DATE OF PRE-BID CONFERENCE 12 November 2025 (Wed); 1:00 PM		

Relative to the conducted Pre-Bid Conference for the above-stated Project last 12 November 2025 (Wednesday) and the following clarifications from prospective bidders are being posted for the information of all concerned, as approved by BAC & TWG:

1. On the queries of **INTEGRATED COMPUTER SYSTEMS**, the following are the clarifications/answers:

Reference	QUERIES	Responses/Clarifications
VII. Technical Specifications, E.	Are remanufactured toner supplies allowed, or do they need to be genuine?	The Supplier shall guarantee the toners and other spare parts to be supplied are genuine and not replacement toners and spare parts.
VII. Technical Specifications, A.	In the technical specifications, for the warm-up time of less than 30 seconds, would it be okay if we relax the time to up to 100 seconds? Since the warm-up time only happens once when the printer is turned on, it wouldn't affect the productivity of the printers.	Warm-up Time: not more than 100 seconds
VII. Technical Specifications, A.	For the paper trays with 4 trays of 500 sheets each, is it possible for us to submit with fewer paper trays, or is having four trays mandatory? Would up to 3 trays be acceptable	Three (3) trays will be considered provided the top of the machine should be between 110cm to 120cm from the floor. In case the machine's height does not meet the required height, supplier must provide table/platform which can support the weight of the loaded machine.

2. On the queries of **OTUS COPY SYSTEMS, INC.** the following are the clarifications/answers:

Reference	QUERIES	Responses/Clarifications
VII. Technical Specifications, A.	For the condition of the machine, it says 'remanufactured brand or preferably model manufactured not more than five years'. Since it says 'preferably', does that mean we can offer machines with manufacturing years older than five years	The term "preferably" means that although models within five years are ideal, we may still consider units older than five years as long as they are in excellent working condition and in compliance with the technical specifications.
Section III. Bid Data Sheet, 16.1	It says in the bid security section 'Bid Securing Declaration and any of the following'. So, does that mean we need to submit two forms of bid security, namely the Bid Securing Declaration and one of the other options listed	The Bid Security shall be in the form of a Bid Securing Declaration, and any of the following [choose at least two (2)]: 1) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in cash; 2) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC,

DAP MAIN OFFICE
DAP Bldg., San Miguel Avenue, Pasig City 1600
Tel. (632) 8631 0921 | Fax. (632) 8631 2123
E-mail: academy@dap.edu.ph | http://www.dap.edu.ph

DAP CONFERENCE CENTER
Brgy. Sungay East, Tagaytay City, 4120
Tel.: (046) 482-8810
E-mail: academy@dap.edu.ph

DAP SA MINDANAO
Lanang, Davao City 8000
Tel.: (082) 287-2902
E-mail: academy@dap.edu.ph

Contract for One (1) Lot – Procurement of Print, Copy, and Scan Services Solution for One (1) Year or until Contract Price is Consumed, Whichever Comes First
Multibiz international Corporation and Development Academy of the Philippines

**BID BULLETIN No.2**

DATE OF ISSUE

**20 November 2025
(Thursday)**

PAGE NUMBER

p.2/4

Reference	QUERIES	Responses/Clarifications
		<p>if bid security is in cashier's check;</p> <p>3) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in manager's check;</p> <p>4) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is in bank draft;</p> <p>5) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC if bid security is in guarantee;</p> <p>6) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC if bid security is irrevocable LoC; or</p> <p>7) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC if bid security is Surety Bond.</p>
Section III. Bid Data Sheet, 12.1	Is it possible to add leasing or rental options for printers and copiers to the SLCC item 5.5 requirements?	Statement of ALL its ongoing government and/or private contracts , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
Section IX. Checklist of Technical and Financial Documents	Regarding the attachment for the SLCC on page 105 of the checklist, are all of these documents required, or will you accept any of the following documents?	<p>Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, per BDS Clause 10.1, item no. 3, and supported by photocopy of the following documents issued by the Owner of the project.</p> <ul style="list-style-type: none"> - Certificate of Completion or Final Acceptance, whichever is applicable; or - Any proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner
Section III. Bid Data Sheet and Section IX. Checklist of Technical and Financial Documents	Additional Requirements	<p>Technical Component marked as TC10</p> <p>(a) If the machines are brand new, provide any available documentation or evidence to verify their condition;</p> <p>(b) If machines are remanufactured, a Certification from Manufacturer or Certified Technicians that the remanufactured machines are in excellent working condition and maintained with genuine parts.</p>



BID BULLETIN No.2

DATE OF ISSUE	PAGE NUMBER
20 November 2025 (Thursday)	p.3/4

Reminder to Bidders:

01. Interested bidders may obtain further information from DAP and inspect the Bidding Documents at the address given below from Monday to Friday, 9:00AM to 4:30PM.
02. A complete set of Official Bidding Documents (OBD) including electronic-copy of the prescribed Forms may be acquired by interested bidders until 27 November 2025 (Thu) from 9:00AM to 4:30PM at the address and website/s below and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **THREE THOUSAND PESOS (P3,000.⁰⁰)**. A scanned copy of proof of payment or proof of deposit duly certified/noted by the Bank must be emailed to the DAP's Finance Department at: cashtreasury@dap.edu.ph for the issuance of Service Invoice (SI). *Payment duly acknowledged by DAP Treasury Division shall be a pre-requisite to participate in the bidding.*

For bidders who are interested to know and to study the details of the transaction, the OBD may also be downloaded free-of-charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP. Provided further that those who is/ are interested to participate in the procurement shall pay the cost of the OBD on or before the date and time of the submission of bids set by the DAP.
03. Interested bidders can make their payments through the DAP Account as stated below in Cash, Check, or Online transfer:

❖ <i>Account Name:</i>	DEVELOPMENT ACADEMY OF THE PHILIPPINES
❖ <i>Account Number:</i>	0671-0105-40
❖ <i>Bank:</i>	LANDBANK OF THE PHILIPPINES
❖ <i>Branch of Account:</i>	PASIG CAPITOL BRANCH

Or, at DAP Cash Treasury located at Floor 3A/F, DAP Building, San Miguel Avenue, Ortigas Center, Pasig City.

04. Site visit will be done until 27 November 2025 (Thu), 10:00 AM to 4:00 PM, and must be coordinated well in advance with the BAC Secretariat. Prospective bidders are encouraged to bring their technical personnel during the site visit, and only a maximum of three (3) representatives per bidder.
05. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before **28 November 2025 (Fri)** and not later than **10:00AM. Late bids shall not be accepted.**
06. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.
07. Bid opening shall be on **28 November 2025 (Fri)** at 10:00AM at the 6B/F, O.D. Corpuz Hall, DAP Building, San Miguel Ave., Ortigas Center, Pasig, Metro Manila. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.


BID BULLETIN No.2

DATE OF ISSUE	PAGE NUMBER
20 November 2025 (Thursday)	p.4/4

08. The DAP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

09. For further information, please refer to:

RODEL D. CASTILLO
Officer-in-Charge, BAC Secretariat Division
 development academy of the philippines
 GF, DAP Bldg., San Miguel Avenue, Pasig City 1600
Telephone : (632) 8631-0921 loc. 133
BAC Secretariat email : dapbacsec@dap.edu.ph
Website address : <https://www.dap.edu.ph>

10. You may visit the website <https://www.dap.edu.ph/invitation-to-bid/> for downloading of the OBD.

For the guidance and information of all concerned.

For the Bids and Awards Committee,


JUNE ARVIN C. GUDOY
 CHAIRPERSON, BIDS & AWARDS COMMITTEE 1

>>>NOTHING FOLLOWS<<<

SECTION VII. REVISED TECHNICAL SPECIFICATIONS

Technical Specifications

Item	Specification	Statement of Compliance
ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST	A. 2 units heavy duty Monochrome Copier	
	Condition: <i>Brand-new (unused) / Remanufactured / in excellent working condition, preferably a model manufactured not more than five (5) years ago.</i>	
	Monthly Duty Cycle: At least 100,000 copies	
	Speed: 55 copies per minute or more	
	Print Resolution: 1200x1200 dpi (Dots per Inch)	
	Minimum Printing Resolution: 600x600 dpi (dots per inch)	
	Paper Trays: 3 Trays (500 sheets each) + Bypass Tray (90 sheets or less)	
	Required Height: the top of the machine should be between 110cm to 120cm from the floor. In case the machine's height does not meet the required height, supplier must provide table/platform which can support the weight of the loaded machine.	
	Memory: 4.0 GB	
	Warm-up Time: not more than 100 seconds	
	Output Size: A5 to A3	
	Zoom Range: Reduction and enhancement (25% - 400%)	
	Scan Formats: JPEG, PDF	
	Power Requirement: 220-240V AC, 50-60 Hz	
	Digital Copier with Network Printing and Color Scanning	
With Touch Control Panel		
With security lock or password operation		

With Single Pass Automatic Document Feeder (for back-to-back, capable of multiple page originals)	
Built in Duplex Unit for Back-to-Back copy and print	
Continuous Copying 1-999 Sheets	
Electronic Sorting	
Direct USB connection	
With Sample Set Feature	
With Interruption Feature	
Passed Philippines Standard Specifications	
B. 6 units Regular Monochrome Copier	
Condition: <i>Brand-new (unused) / Remanufactured / in excellent working condition, preferably a model manufactured not more than five (5) years ago.</i>	
Monthly Duty Cycle: At least 100,000 copies	
Speed: 35 copies per minute or more	
Print Resolution: 1200x1200 dpi (Dots per Inch)	
Minimum Printing Resolution: 600x600 dpi (dots per inch)	
Paper Trays: 3 Trays (500 sheets each) + Bypass Tray (90 sheets or less)	
Required Height: the top of the machine should be between 110cm to 120cm from the floor. In case the machine's height does not meet the required height, supplier must provide table/platform which can support the weight of the loaded machine.	
Memory: 4.0 GB	
Warm-up Time: not more than 100 seconds	
Output Size: A5 to A3	
Zoom Range: Reduction and enhancement (25% - 400%)	
Scan Formats: JPEG, PDF	
Power Requirement: 220-240V AC, 50-60 Hz	
Digital Copier with Network Printing and Color Scanning	
With Touch Control Panel	
With security lock or password operation	
With Single Pass Automatic Document Feeder (for back-to-back, capable of multiple page originals)	

Built in Duplex Unit for Back-to-Back copy and print	
Continuous Copying 1-999 Sheets	
Electronic Sorting	
Direct USB connection	
With Sample Set Feature	
With Interruption Feature	
Passed Philippines Standard Specifications	
C. 1 unit heavy duty Colored Copier	
Condition: <i>Brand-new (unused) / Remanufactured / in excellent working conditio, preferably a model manufactured not more than five (5) years ago.</i>	
Monthly Duty Cycle: At least 100,000 copies	
Speed: 50 copies per minute or more	
Print Resolution: 1200x1200 dpi (Dots per Inch)	
Minimum Printing Resolution: 600x600 dpi (dots per inch)	
Paper Trays: 3 Trays (500 sheets each) + Bypass Tray (90 sheets or less)	
Required Height: the top of the machine should be between 110cm to 120cm from the floor. In case the machine's height does not meet the required height, supplier must provide table/platform which can support the weight of the loaded machine.	
Memory: 4.0 GB	
Warm-up Time: not more than 100 seconds	
Output Size: A5 to A3	
Zoom Range: Reduction and enhancement (25% - 400%)	
Scan Formats: JPEG, PDF	
Power Requirement: 220-240V AC, 50-60 Hz	
Digital Copier with Network Printing, Color Scanning	
With Touch Control Panel	
With security lock or password operation	
With Single Pass Automatic Document Feeder (for back-to-back, capable of multiple page originals)	
Built in Duplex Unit for Back-to-Back copy and print	
Continuous Copying 1-999 Sheets	
Electronic Sorting	

	Direct USB connection	
	With Sample Set Feature	
	With Interruption Feature	
	Passed Philippines Standard Specifications	
	D. 1 Key Operator / In-house Technician	
	Provision of 1 Key Operator/In-house Technician to be assigned at DAP Pasig, Mezzanine B, Business Support and Print Services Office and shall render service for eight (8) hours per day, Monday to Friday (excluding official Holiday/s).	
	Duties and responsibilities are as follows:	
	1. Operating photocopiers for bulk copying, printing, and scanning requirements of DAP.	
	2. Perform basic troubleshooting and coordinate with the Supplier's service team for corrective maintenance.	
	3. Request timely replenishment of consumables.	
	4. Assists end-users in proper operation of the machines.	
	5. Conduct a monthly meter reading (every last working day of the month) of all rented photocopiers located in DAP Pasig building for billing purposes.	
	E. Suppliers Obligations and Guarantee	
	The Supplier shall deliver, install, test and commission all required photocopiers to the designated locations, expected in January 2026 but shall be adjusted accordingly based on the NTP date.	
	The Supplier shall provide user orientation/training on proper machine use.	
	The Supplier must provide a technical support or helpdesk during office hours (8:00am to 5:00pm)	
	The Supplier shall provide toner, drum/developer, spare parts, and other necessary supplies for operation (except paper) as needed throughout the contract.	
	The Supplier shall deploy technician/s to conduct a monthly preventive	

	maintenance on all photocopiers at no additional cost.	
	The Supplier shall provide on-call corrective maintenance with response time not exceeding twenty-four (24) hours for all photocopiers throughout the contract duration at no additional cost.	
	The Supplier shall replace all worn-out or defective parts at no additional cost (e.g., drums, fuser, rollers, developers, etc.)	
	In case a unit becomes defective and cannot be restored to full working condition within forty-eight (48) hours, the Supplier shall provide a temporary replacement unit of equal or higher specifications at no additional cost until the original unit is repaired or permanently replaced.	
	The Supplier shall submit the billing statement within five (5) working days after the conduct of monthly meter reading.	
	The Supplier shall maintain a minimum stock of 2 spare toners per color for each unit in DAP.	
	The Supplier shall not impose any minimum number of copies/prints per unit for the duration of contract.	
	The Supplier shall allow a spoilage rate of two percent (2%) of the total monthly copies/prints, which shall not be charged to DAP.	
	The per-copy/print charges for all photocopiers shall be uniform for paper sizes up to Legal (8.5" x 14").	
	The Supplier shall guarantee the toners and other spare parts to be supplied are genuine and not replacement toners and spare parts.	
	The Supplier shall guarantee that all photocopying machines shall not cost electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.	
	The Supplier shall ensure that the spent toner cartridges and used spare parts are disposed of properly.	
	The Procuring Entity reserves the right to increase or decrease the number of photocopiers included in the contract.	

	<p>based on operational requirements, workload, or budgetary considerations.</p>	
	<p>The Supplier shall provide relocation and reinstallation services for all photocopiers if the DAP requires moving one or more units to a different office/site within the contract period.</p> <p>Any damage or missing consumables during relocation are the supplier's responsibility.</p>	
	<p>Upon expiration or termination of the contract, the Supplier shall provide deinstallation and pull-out services for all photocopiers from the Procuring Entity's premises.</p> <p>Any damage to the units or office property during deinstallation and pull-out shall be the responsibility of the Supplier, who shall restore or replace damaged items at no cost to the Procuring Entity.</p>	

SECTION IX. REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

ELIGIBILITY AND TECHNICAL DOCUMENTS CHECKLIST

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number. Bidders' Technical Documents should be marked "TC01" to "TC10".
02. On this checklist; the column "As Checked" shall be marked ...
 - ✓ **"PASSED"** to indicate that said document was available; or
 - ✓ **"FAILED"** when the document listed is not available in the bid proposal submitted; or
 - ✓ **"NOT APPLICABLE"** if the item in the checklist was not appropriate or no longer required.
03. During the evaluation at the stage of post-qualification, a proposal may still be declared **"not eligible"** or **"failed"** if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

Bidding No.	IB25-419834-05	ABC:	P3,300,000.00
Particulars:	"ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST"		
Venue of Bid Opening	DAP Building, Pasig City	DATE & TIME of Bid Opening	November 28, 2025 (Fri) at 10:00 AM
BIDDER'S INFORMATION	COMPANY NAME: ?		
	COMPANY HEAD OFFICE MAILING ADDRESS: ?		
	COMPANY WEBSITE OR EMAIL ADDRESS: ?		
Representative attending the Bidding:	NAME OF THE COMPANY REPRESENTATIVE: ?		
	POSITION TITLE OF THE COMPANY REPRESENTATIVE: ?		
JV info:	IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITIES?		YES NO

THE ELIGIBILITY DOCUMENTS

dap DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

TECHNICAL DOCUMENTS	mark	As Checked
1) Photocopy of valid PhilGEPS Certificate of Registration with attached: <ul style="list-style-type: none"> Photocopy of Registration Certificate from SEC or DTI, or CDA, whichever is applicable Photocopy of valid Mayor's/Business Permit issued by City or Municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas. Provided that the principal business address shall match with the address indicated in the Class A Eligibility	TC01	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

TECHNICAL DOCUMENTS	mark	As Checked
documents, per BDS Clause 10.1, item no. 1.2 <ul style="list-style-type: none"> • Photocopy of Tax Clearance Certificate for FY2024 or 2023 whichever is applicable issued by the Bureau of Internal Revenue (BIR) in the current year • Photocopy of Audited Financial Statements for FY2024 stamped "received" by the BIR or its duly accredited and authorized institutions 		
2) Statement of a SINGLE LARGEST COMPLETED CONTRACT (SLCC) similar to the contract to be bid, per BDS Clause 10.1, item no. 3, and supported by photocopy of the following documents issued by the Owner of the project other than the contractor: <ul style="list-style-type: none"> • Certificate of Completion or Final Acceptance, whichever is applicable; or • Any proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner. 	TC02	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
3) Statement of ALL ONGOING government and private contracts, including contracts awarded but not yet started, if any.	TC03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
4) NFCC Computation	TC04	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
5) <i>If applicable</i> , valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. NOTE: If not into JVA, kindly include a properly tagged document stating "NOT APPLICABLE".	TC05	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A
6) Bid security in the prescribed form, amount and validity period	TC06	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
7) Compliance with the Technical Specifications	TC07	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
8) Duly Notarized Omnibus Sworn Statement	TC08	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
9) USB Thumb Drive containing electronic-copies of the submitted bid proposal (eligibility documents and technical documents).	TC09	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
10) (a) If the machines are brand new, provide any available documentation or evidence to verify their condition; (b) If machines are remanufactured, a Certification from Manufacturer or Certified Technicians or that the remanufactured machines are in excellent working condition and maintained with genuine parts.	TC10	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

END OF TECHNICAL DOCUMENTS CHECKLIST

BAC's Remarks: <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED <input type="checkbox"/> FOR RECONSIDERATION		
CHECKED BY:	NOTED BY:	BY: DOCUMENTS RECEIVED
DANIEL JOSEPH U. REYES Chairperson, TWG	JUNE ARVIN C. GUDOY Chairperson, BAC	RODEL D. CASTILLO Officer-in-Charge, BAC Secretariat Division

CHECKLIST No. 2: FINANCIAL DOCUMENTS

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number Bidders' Technical Documents should be marked "**FC01**" to "**FC03**".
02. On this checklist; the column "As Checked" shall be marked ...
- ✓ "**PASSED**" to indicate that said document was available; or
 - ✓ "**FAILED**" when the document listed is not available in the bid proposal submitted;
03. During the evaluation at the stage of post-qualification, a proposal may still be declared "**not eligible**" or "**failed**" if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

Bidding No.	IB25-419834-05	ABC:	P3,300,000.00
Particulars:	"ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST"		
Venue of Bid Opening	DAP Building, Pasig City	DATE & TIME of Bid Opening	November 28, 2025 (Fri) at 10:00 AM
BIDDER'S INFORMATION	COMPANY NAME: ?		
	COMPANY HEAD OFFICE MAILING ADDRESS: ?		
	COMPANY WEBSITE OR EMAIL ADDRESS: ?		
Representative attending the Bidding:	NAME OF THE COMPANY REPRESENTATIVE: ?		
	POSITION TITLE OF THE COMPANY REPRESENTATIVE: ?		
JV info:	IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES?	YES	NO

THE FINANCIAL DOCUMENTS

dap DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

FINANCIAL DOCUMENTS	mark	As Checked
1) FINANCIAL BID FORM as prescribed in per BDS Clause 11.1, item (a).	FC01	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
2) Duly signed Bill-of-Quantities (BOQ) as prescribed in per BDS Clause 11.1, item no. (b).	FC02	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
3) USB Thumb Drive containing electronic-copies of the submitted bid proposal (eligibility documents and technical documents).	FC03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

END OF FINANCIAL PROPOSAL COMPONENT CHECKLIST

BAC's Remarks:	<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> FOR RECONSIDERATION
CHECKED BY:	NOTED BY:	DOCUMENTS RECEIVED BY:	
DANIEL JOSEPH U. REYES Chairperson, TWG	JUNE ARVIN C. GUDOY Chairperson, BAC	RODEL D. CASTILLO Officer-in-Charge, BAC Secretariat Division	



Hon. JUNE ARVIN C. GUDROY
Chairperson, Bids & Awards Committee
Development Academy of the Philippines
GF, DAP Building, San Miguel Avenue
Pasig City 1600

Dear Hon. Chairperson Gudoy:

We respectfully submit this letter to clarify and justify matters concerning our bid security submission in connection with the subject procurement.

First, we would like to emphasize that the issue identified pertains solely to a **clerical error**, which does not affect the substance, validity, or enforceability of the bid security submitted.

Second, while **three (3) bid securities** were included in our submission, all were issued to demonstrate good faith, commitment, and compliance. Each bid security is **valid, enforceable, and duly supported with endorsement from the issuing insurance company**, thereby ensuring that the procuring entity is fully protected.

Third, there is **no risk to the government**, as the bid securities submitted sufficiently secure our bid and clearly manifest our intent to be bound by the terms of the bidding documents, notwithstanding the presence of a clerical error.

Fourth, pursuant to **Republic Act No. 12009 and its Implementing Rules and Regulations, only one (1) bid security is required** to secure a bid. One valid bid security is already **sufficient and compliant** under the law.

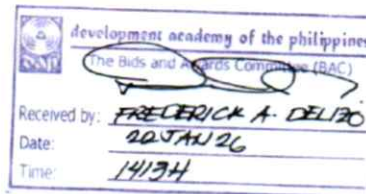
In view of the foregoing, we respectfully submit that our bid **should be considered eligible**, having been **sufficiently and properly secured**, and that the identified clerical error should not be a ground for disqualification. We further pray that our bid be favorably considered for **award**. Please find attached the letter from the insurance company formally acknowledging the error in the surety bond.

We trust that this clarification will merit the favorable consideration of the Honorable Bids and Awards Committee.

Thank you very much.

Respectfully yours,

Maribeth De Layola
Authorized Representative
Multibiz International Corporation





COMMONWEALTH INSURANCE COMPANY

35th Floor, Tower 1, The Enterprise Center, 6766 Ayala Ave., corner Paseo De Roxas Ave., Makati City 1223
 Tel. Nos. (02) 8818-7626 TeleFax No. (02) 8813-8675
 email: info@cic.com.ph or visit www.cic.com.ph
 TIN 000-445-883-VAT

Endorsement

No. HED1668422

Insured:	MULTIBIZ INTERNATIONAL CORP	Policy No.:	G(2)A001013319	Sum Insured:	0.00
Address:	470 AGUINALDO HIGHWAY, LALAAAN II, SILANG, CAVITE, 4118	Invoice No.:	SAHED470287	Additional Premium:	0.00
Obligee:	DEVELOPMENT ACADEMY OF THE PHILIPPINES	City/Province:		Return Premium:	0.00
		District No.:			
		Block No.:			

ENDORSEMENT

WHEREAS, It is hereby declared and agreed that this bond is amended to correct the detail / to add provision to the bond, as follows:

That effective as of inception date the above-numbered Bond is deemed amended.

Endorsement of Correct Bond Obligee:

From: DEPARTMENT ACADEMY OF THE PHILIPPINES
 To: DEVELOPMENT ACADEMY OF THE PHILIPPINES

EXCEPT AS HEREIN ABOVE set forth, all other terms, limits and conditions of the bond remain the same.

At Makati City, Philippines this 21st day of January, 2026.

Nothing herein contained shall be held to vary, alter, waive or change any of the terms, limit or conditions of the bond except as herein above set forth.

WARRANTED NO LOSS PRIOR TO THE ISSUANCE OF THIS ENDORSEMENT.

IMPORTANT NOTICE TO ASSURED:

The Insurance Code (P.D. 812) and OIC Circular No. 80 requires assured's conformity to this endorsement. Please sign on the space provided for and return one signed copy to us within thirty (30) days. Your failure to do so will mean your conformity to this endorsement.

CONFORME:

By: Maribeth de Loyda
 Assured / Authorized Representative

COMMONWEALTH INSURANCE COMPANY

By: Glenn V. Roxas
 Senior Manager
 Authorized Signature

01/21/2026 10:50:26 AM
 KRISTALADY p 59169
 Issued at: Makati City e 68074



**COMMONWEALTH
INSURANCE COMPANY**

35th Floor, Tower 1, The Enterprise Center, 6766 Ayala Ave., corner Paseo
De Roxas Ave., Makati City 1223
Tel. Nos. (02) 8818-7626 TeleFax No. (02) 8813-8575
email: info@cic.com.ph or visit www.cic.com.ph
TIN 000-445-883-VAT

**Endorsement
No. HED1668422**

Insured:	MULTIBIZ INTERNATIONAL CORP	Policy No.:	G(2)A001013319	Sum Insured:	0.00
Address:	470 AGUINALDO HIGHWAY, LALAAAN II, SILANG, CAVITE, 4118	Invoice No.:	SAHED470287	Additional Premium:	0.00
Obligee:	DEVELOPMENT ACADEMY OF THE PHILIPPINES	City/Province:		Return Premium:	0.00
		District No.:			
		Block No.:			

ENDORSEMENT

WHEREAS, It is hereby declared and agreed that this bond is amended to correct the detail / to add provision to the bond, as follows:

That effective as of inception date the above-numbered Bond is deemed amended.

Endorsement of Correct Bond Obligee:

From: DEPARTMENT ACADEMY OF THE PHILIPPINES
To: DEVELOPMENT ACADEMY OF THE PHILIPPINES

EXCEPT AS HEREIN ABOVE set forth, all other terms, limits and conditions of the bond remain the same.

At Makati City, Philippines this 21st day of January, 2026.

Nothing herein contained shall be held to vary, alter, waive or change any of the terms, limit or conditions of the bond except as herein above set forth.

WARRANTED NO LOSS PRIOR TO THE ISSUANCE OF THIS ENDORSEMENT.

IMPORTANT NOTICE TO ASSURED:

The Insurance Code (P.D. 812) and OIC Circular No. 80 requires assured's conformity to this endorsement. Please sign on the space provided for and return one signed copy to us within thirty (30) days. Your failure to do so will mean your conformity to this endorsement.

CONFORME:
By: Maribeth de Loyola
Assured / Authorized Representative

01/21/2026 10:50:26 AM
KRISTALADY p 56165
Issued at: Makati City e 68074

COMMONWEALTH INSURANCE COMPANY

By: Glenn V. Roxas
GLENN V. ROXAS
Senior Manager
Authorized Signature



**COMMONWEALTH
INSURANCE COMPANY**

35th Floor, Tower 1, The Enterprise Center, 6766 Ayala Ave., corner Paseo De Roxas Ave., Makati City 1223
Tel. Nos. (02) 8818-7626 TeleFax No. (02) 8813-8575
email: info@cic.com.ph or visit www.cic.com.ph
TIN 000-445-883-VAT

**Endorsement
No. HED1668422**

Insured:	MULTIBIZ INTERNATIONAL CORP.	Policy No.:	G(2)A001013319	Sum Insured:	0.00
Address:	470 AGUINALDO HIGHWAY, LALAAAN II, SILANG, CAVITE, 4118	Invoice No.:	SAHED470287	Additional Premium:	0.00
Obligee:	DEVELOPMENT ACADEMY OF THE PHILIPPINES	City/Province:		Return Premium:	0.00
		District No.:			
		Block No.:			

ENDORSEMENT

WHEREAS, It is hereby declared and agreed that this bond is amended to correct the detail / to add provision to the bond, as follows:

That effective as of inception date the above-numbered Bond is deemed amended.

Endorsement of Correct Bond Obligee:

From: DEPARTMENT ACADEMY OF THE PHILIPPINES
To: DEVELOPMENT ACADEMY OF THE PHILIPPINES

EXCEPT AS HEREIN ABOVE set forth, all other terms, limits and conditions of the bond remain the same.

At Makati City, Philippines this 21st day of January, 2026.

Nothing herein contained shall be held to vary, alter, waive or change any of the terms, limit or conditions of the bond except as herein above set forth

WARRANTED NO LOSS PRIOR TO THE ISSUANCE OF THIS ENDORSEMENT.

IMPORTANT NOTICE TO ASSURED:

The Insurance Code (P.D. 612) and OIC Circular No. 80 requires assured's conformity to this endorsement. Please sign on the space provided for and return one signed copy to us within thirty (30) days. Your failure to do so will mean your conformity to this endorsement

CONFORME:

By: Marieth de Loyola
Assured / Authorized Representative

01/21/2026 10:50:26 AM
KRISTALADY p 56199
Issued at: Makati City e 66074

COMMONWEALTH INSURANCE COMPANY

By: Glenn V. Roxas
Senior Manager
Authorized Signature



35th Floor, Tower 1, The Enterprise Center, 6766 Ayala Ave., corner Paseo De Roxas Ave., Makati City 1223
Tel. Nos. (02) 8818-7626 TeleFax No. (02) 8813-8575
email: info@cic.com.ph or visit www.cic.com.ph
TIN 000-445-883-VAT

BIDDERS BOND (SURETY BOND)

HON/G(2)A001013319
CIC No.28552/2025

Bid Security pursuant to Section 27, Implementing Rules and Regulations of R.A. No. 9184

KNOW ALL MEN BY THESE PRESENTS:

That I / We,

MULTIBIZ INTERNATIONAL CORP.

470 Aguinaldo Highway, Lalaan II, Silang, Cavite, 4118

as Principal, and **COMMONWEALTH INSURANCE COMPANY**, a corporation duly organized and existing under and by virtue of the laws of the Philippines, as Surety, are held and firmly bound unto

Development Academy of the Philippines

as procuring entity/Obligee, in the sum of PESOS:

ONE HUNDRED SIXTY-FIVE THOUSAND ONLY (Php 165,000.00), Philippine Currency,

for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, our executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

WHEREAS, the above-bounded PRINCIPAL will submit a BID for:

INVITATION TO BID NO. IB25-419834-05: ONE (1) LOT – PROCUREMENT OF PRINT, COPY AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED. WHICHEVER COMES FIRST

on November 28,2025 or at any postponed date not to exceed one hundred twenty (120) calendar days from the date of bidding specified therein.

WHEREAS, this bond is conditioned to guarantee that the above-bounded principal, if in case it becomes the successful bidder, shall enter into a contract and file the required performance bond with the Obligee within the prescribed period pursuant to Section 27, Implementing Rules And Regulations (IRR) of R.A. No. 9184.

This bond guarantees compliance by the bidder of its obligations provided under the Bidding Documents and the IRR of R.A. No. 9184.

IT IS UNDERSTOOD, that this bond is callable on demand. The liability of the surety company shall in no case exceed the sum of ONE HUNDRED SIXTY-FIVE THOUSAND ONLY (Php 165,000.00), Philippine Currency. In case of default or failure by the Principal, the Obligee shall notify the Surety by sending a Notice of Claim along with the supporting documents to prove default and /or failure to comply of the Principal.

NOW THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements stipulated in the bidding documents, and prescribed under R.A. No. 9184 and its IRR then the obligation shall be null and void; otherwise it shall remain in full force and effect.

The liability of **COMMONWEALTH INSURANCE COMPANY** under this bond shall be valid within One Hundred Twenty (120) calendar days from the date of the opening of bids. The Surety does not assume responsibility for any liability incurred or created after the expiry date.

IN WITNESS WHEREOF, we set our hands and signed our names on the 27th day of November 2025 at Makati City, Philippines

MULTIBIZ INTERNATIONAL CORP.

By:

EMMANUEL C. CANDABA
President and COO

COMMONWEALTH INSURANCE COMPANY

TIN 000-445-883-VAT

By:

GLENN V. ROXAS
Senior Manager In My
Official Capacity

ROMEO C. DIOLATA
Legal & Recovery
Manager In My Official

SIGNED IN THE PRESENCE OF:

Maribeth de Loyola

IRENEO G. JORDAN c/o CIC

Agreement: CHC/AM/00161
Date: 11/27/2025 3:58:16 PM
Page: 01/04

Contract for One (1) Lot – Procurement of Print, Copy, and Scan Services Solution for One (1) Year or until Contract Price is Consumed, Whichever Comes First
Multibiz international Corporation and Development Academy of the Philippines

REPUBLIC OF THE PHILIPPINES)
MANDALUYONG CITY) S.S.

HON/G(2)A001013319
CIC No.28552/2025

This is to certify that on this 27th day of November 2025 before me, the undersigned authority, personally appeared before me:

Names:	Respective Competent Proof(s) of Identity:	Issued At:	Issued On:
COMMONWEALTH INSURANCE COMPANY	TIN No. 000-445-883-000	Makati City	January 03, 2019
GLENN V. ROXAS	TIN No. 105-664-195		
ROMEO C. DIOLATA	TIN No. 183-132-322		
EMMANUEL C. CANDABA	TIN: 212-345-830		

the individuals named in, and who executed the foregoing document and acknowledged to me that they executed the same as their free and voluntary act and deed and that of the corporation/s he/she/they represent/s for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand, affixed my notarial seal this 27th day of November 2025, at Mandaluyong City, Philippines.

Doc No.415;
Page No. 84;
Book No.21;
Series of 2025.

ATTY. JUAN JAIME D. NOLASCO
NOTARY PUBLIC
Valid Until December 31, 2026
PTR No. 5702899-1/2/2025
Issued At Mandaluyong City
On January 02, 2025
IBPL No. 492875 - 1/2/2025
Roll No. 60888
MCLE Compliance VIII-0035779-04/14/2

REPUBLIC OF THE PHILIPPINES)
MANDALUYONG CITY) S.S.

I, GLENN V. ROXAS and ROMEO C. DIOLATA of the COMMONWEALTH INSURANCE COMPANY, having been duly sworn, state and depose that the said COMMONWEALTH INSURANCE COMPANY, is a Corporation duly organized and existing under and by virtue of the laws of the Philippines with its principal office at Makati City, and duly authorized to execute and furnish Surety Bonds within the said islands, and that it is actually worth the amount specified in the foregoing undertakings, to wit: ONE HUNDRED SIXTY-FIVE THOUSAND ONLY (Php 165,000.00). Pesos Philippine Currency over above all just debts and obligations and property exempt from execution.

COMMONWEALTH INSURANCE COMPANY

Glenn V. Roxas
GLENN V. ROXAS
Senior Manager In My
Official Capacity

Romeo C. Diolata
ROMEO C. DIOLATA
Legal & Recovery Manager In
My Official Capacity

SUBSCRIBED AND SWORN to before me this 27th day of November 2025 affiant exhibiting to me his/her/their Respective Competent Proof(s) of Identity

Names:	Respective Competent Proof(s) of Identity:	Issued At:	Issued On:
GLENN V. ROXAS	TIN No. 105-664-195		
ROMEO C. DIOLATA	TIN No. 183-132-322		

Doc No.416;
Page No. 85;
Book No.21;
Series of 2025.

ATTY. JUAN JAIME D. NOLASCO
NOTARY PUBLIC
Valid Until December 31, 2026
PTR No. 5702899-1/2/2025
Issued At Mandaluyong City
On January 02, 2025
IBPL No. 492875 - 1/2/2025
Roll No. 60888
MCLE Compliance VIII-0035779-04/14/2



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



23 DEC 2024

MR. MARIO A. NOCHE
President
COMMONWEALTH INSURANCE COMPANY
35th Floor, Tower 1, The Enterprise Center,
6766 Ayala Avenue corner,
Paseo de Roxas Avenue,
Makati City

Dear Mr. Noche:

We are sending herewith renewed License No. 2025/32-R for Licensing Year 2025-2027 issued by this Commission in favor of **COMMONWEALTH INSURANCE COMPANY**.

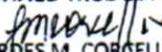
Please acknowledge receipt.

Very truly yours,


JOANNE FRANCES DC. CASTRO
Division Manager
Licensing Division

Attachment: As Stated.

CERTIFIED TRUE COPY:


LOURDES M. CORCELLES
Senior Vice President

DATE: _____

Head Office, P.O. Box 3589 Manila | Trunkline: +(632)8623-8481 | Fax No: +(632)8522-1434 | www.insurance.gov.ph

Big. 2025/32-R
(No.) 2025/32-R



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Pananalapi
Department of Finance
INSURANCE COMMISSION

ITO AY PATUNAY na ang
(This is to certify that

COMMONWEALTH INSURANCE COMPANY

na isang pang
o

NG LUNGSOD NG MAKATI, PILIPINAS

**DI-BUHAY
NON-LIFE**

(FIRE, MARINE, CASUALTY & SURVIVAL)

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas
insurance company, has complied with all requirements of law

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban
of the Philippines relative to such insurance companies, and it is hereby granted

nitong **KATUNAYAN NG PAGKAMAYKAPANGYARIHAN** upang makipagnegosyo ng
this CERTIFICATE OF AUTHORITY to transact

uri ng seguro na itinakda sa itaas hanggang ikalabingdalawa ng hatingsabi, ng ikatatumpu't isang
the class of insurance business above set forth until twelve o'clock midnight, on the thirty-first

araw ng Disyembre, taong dalawang libo't dalawampu't pito
day of December 2027

maliban kung agad na bawlin o pigilin ng may makatuwirang dahilan.
unless sooner revoked or suspended for cause.

Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan
(In WITNESS WHEREOF, I have herunto subscribed my name



sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa
at the City of Manila, Philippines. This becomes

simula ika-isa ng Enero 2025.
effective on the first day of January 2025.)



Amount: Php. 121,000.00
OR No.: 108-5387
Date: 28 September 2024

*Issued with Administrative Order No.28
issued on 08 December 1945.

CERTIFIED TRUE COPY:
[Signature]
LOURDES M. CORCELLES
Senior Vice President
DATE: _____

REYNALDO A. REGALADO
Insurance Commissioner

Date Issued: 12 10 2024



ALPHA INSURANCE & SURETY CO., INC.

1025 Alpha Insurance Centre, San Marcelino St., Zone 71 District V
 Barangay 660-A Ermita, NCR, City of Manila, First District, Philippines 1000
 Trunkline 525-1301 / Fax No. 522-6131
 TIN 000-433-024-000-VAT

Statement of Account
MULTIBIZ INTERNATIONAL CORPORATION

A No. 1804571

470 Aguinaldo Highway Lalaan II, Silang Cavite

Date: February 19, 2026

Policy/Bond No. G(13)228432/169222
 Sum Insured/Bond Amount: Three Hundred Sixty-Seven Thousand Two Hundred Pesos & Zero Centavos
 (P 367,200.00)

Period Covered: From February 19, 2026
 To February 19, 2027

Particulars:
 PERFORMANCE BOND
 DEVELOPMENT ACADEMY OF THE PHILIPPINES

Premium	P	2,019.60
Doc. Stamps		252.50
E-VAT		242.35
Local Gov't Tax		2.22
Fire Tax		
Notarial Fee		400.00
Other Charges		250.00
Total	P	3,166.67

Please note that under the Insurance Code "No" policy or contract of insurance is valid and binding unless and until the premiums thereof has been paid.

001
IMPORTANT: Please make check/s payable to ALPHA INSURANCE & SURETY CO., INC. No payment is deemed to be made to the Company unless a Printed Numbered Receipt in the Official Form of the Company duly signed by an authorized personnel or authorized general agent of the Company is issued for such payment. (Please notify us if the Official Receipt is not delivered within five (5) days of payment.)

15100 Manila (50 x 6) 1250001 - 2000000
 SR Authority or Prod No. 1254020220000007327
 5161 Mag Aranda St., Second Zone 051
 Brgy. 650, Sta. Mesa, Manila • V&T Reg. TIN: 110-007-000000
 Printer's Accreditation No. 032MP201800000000000
 Date Issued: 11-27-2018 Valid Until: 11-27-2023

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"

Contract for One (1) Lot - Procurement of Print, Copy, and Scan Services Solution for One (1) Year or until Contract Price is Consumed, Whichever Comes First
 Multibiz International Corporation and Development Academy of the Philippines

AISCI BOND No. G(13) 228432

PREMIUM	: P
DOC. STAMPS	:
EVAT	:
NOTARY FEE	:
OTHERS	:
TOTAL	P



B-169222

PERFORMANCE BOND



KNOW ALL MEN BY THESE PRESENTS:

That we, MULTIBIZ INTERNATIONAL CORPORATION on the 19TH day of FEBRUARY, 2026, 470 Abunaido Highway Lalaan II, Silang Cavite, as principal and ALPHA INSURANCE AND SURETY COMPANY, INC., a corporation duly organized and existing under and by virtue of the Republic of the Philippines with principal office at Manila, as surety are held & firmly bound unto DEVELOPMENT ACADEMY OF THE PHILIPPINES in the sum of Three Hundred Sixty Seven Thousand Two Hundred Pesos & Zero Centavos (Php 367,200.00) Philippine Currency, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successor, and assigns jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS:

WHEREAS, the above-bounden Principal has been required by the obligee to post this Performance Bond to fully & faithfully guarantee the ONE (1) LOT PROCUREMENT OF PRINT COPY AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED WHICHEVER COMES FIRST, IB NO. IB 25-419834-05 as per Notice of Award dated February 12, 2026 copy of which is hereto attached as Annex "A" and made an integral part of this bonds;

WHEREAS, this bond does not guarantee the repayment of the downpayment or any monetary advances made by the Obligee, to the Principal. In case of default by the principal, the extent of liability of the surety under this bond shall only be the damages sustained by the obligee resulting from the re-award/re-bidding of the contract to the new contractor;

PROVIDED, however, that the liability of the Surety Company under this bond shall in no case exceed the sum of PESOS: Three Hundred Sixty Seven Thousand Two Hundred Pesos & Zero Centavos (Php 367,200.00) Only Philippine Currency.

THIS BOND SHALL BE CALLABLE ON DEMAND

WHEREAS, said Contract requires said principal to give a good and sufficient bond in the above stated sum to secure the full and faithful performance on his part of said contract.

NOW THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements stipulated in said Contract then, this obligation shall be null and void, otherwise, it shall remain in full force and effect.

The liability of ALPHA INSURANCE AND SURETY COMPANY, INC. under this bond will expire on FEBRUARY 19, 202027 and the SURETY does not assume any responsibility for any liability incurred or created after said date, notice of claims against the SURETY must be given to the bonding company not later than (10) ten days from said expiration date, and failure to do so shall release the SURETY from all liabilities under this bond and shall be a bar to any action against it.

WITNESS OUR HANDS, AND SEAL this 19TH day of FEBRUARY, 2026, 20 at Manila, Philippines.

MULTIBIZ INTERNATIONAL CORPORATION

BY: HERMAN B. FERNANDEZ
Authorized Representative

ANGELINA L. PEREZ, C/O AISCI
Tin: 149-872-638

ALPHA INSURANCE AND SURETY COMPANY, INC.
TIN 000-433-024-000-VAT

BY: GENALYN DOMINA M. FORCA
Vice President - Bonds

SIGNED IN THE PRESENCE OF:

FLORIDA B. TILOLOLO C/O AISCI
Tini: 106-779-321

CERTIFIED TRUE / PHOTO COPY
 LICENSING DIVISION
 INSURANCE COMMISSION

FEB 24 2025

By: *[Signature]*
 Atty. JOSE P. FRANCIS, D.E. CAÑINO
 IC Division Manager

Big. 2025/55-R
 (No.) 2025/55-R



Republika ng Pilipinas
 Republic of the Philippines
 Kagawaran ng Pananalapi
 Department of Finance
 INSURANCE COMMISSION

ITO AY PATUNAY na ang
 (This is to certify that)

ALPHA INSURANCE & SURETY COMPANY, INC.

NG LUNGSOD NG MAYNILA, PILIPINAS

DI-BUHAY
NON-LIFE
(FIRE, MARINE, CASUALTY & SURETY)

na isang pang
 a

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas
insurance company has complied with all requirements of law

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban
of the Philippines relative to such insurance companies and it is hereby granted

nitong **KATIBAYAN NG PAGKAMAYKAPANGYARIHAN** upang makipagnegosyo ng
this CERTIFICATE OF AUTHORITY to transact

uri ng seguro na itinakda sa itaas hanggang ikalabingdalawa ng hatunggabi, ng ikatatlumpu't isang
the class of insurance business above set forth until twelve o'clock midnight, on the thirty first

araw ng Disyembre, taong dalawang libo't dalawampu't pito
day of December 2025

maliban kung agad na bawin o pigilin ng may makatuwirang dahilan
unless sooner revoked or suspended for cause



Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan
(In WITNESS WHEREOF, I have hereunto subscribed my name

sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa
at the City of Manila, Philippines. This becomes

simula ika-isa ng Enero 2025
effective on the first day of January 2025.

Approved: _____
 Date: _____
 2025

CERTIFIED TRUE COPY

[Signature]

BY: EDMUNDO H. REMO

*issued with Administrative Order No. 244
 issued on 31 May 1957

[Signature]
REYNALDO A. REGALADO
 Insurance Commissioner



Date Issued **JAN 15 2025**

AISCI BOND No. G(13) 228432

PREMIUM	: P
DOC. STAMPS	:
EVAT	:
NOTARY FEE	:
OTHERS	:
TOTAL	P



B-169222

ALPHA INSURANCE CENTRE
1025 San Marcelino St., Ermita, Manila
Trunkline 525-1301 / Fax No. 522-6131

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, MULTIBIZ INTERNATIONAL CORPORATION
on the 19TH day of FEBRUARY, 2026, 470 Aurora Highway, Lalaan II, Silang, Cavite,
as principal and ALPHA INSURANCE AND SURETY COMPANY, INC., a corporation duly
organized and existing under and by virtue of the Republic of the Philippines with principal office at Manila, as surety are held
& firmly bound unto DEVELOPMENT ACADEMY OF THE PHILIPPINES
of in the sum of Three Hundred Sixty-Seven Thousand Two Hundred Pesos & Zero Centavos (P. 367,200.00)
Philippine Currency, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successor, and assigns jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS:

WHEREAS, the above-bonded Principal has been required by the obligee to post this Performance Bond to
fully & faithfully guarantee the ONE (1) LOT PROCUREMENT OF PRINT COPY AND SCAN SERVICES SOLUTION FOR
ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED WHICHEVER COMES FIRST. IB NO. IB 25-419834-05
as per Notice of Award dated February 12, 2026 copy of which is hereto attached as Annex "A" and made an
integral part of this bond;

WHEREAS, this bond does not guarantee the repayment of the downpayment or any monetary advances
made by the Obligor to the Principal in case of default by the principal, the extent of liability of the surety
under this bond shall only be the damage sustained by the obligee resulting from the re-award/re-bidding
of the contract to the new contractor;

PROVIDED, however, that the liability of the Surety Company under this bond shall in no case exceed the
sum of PESOS: Three Hundred Sixty-Seven Thousand Two Hundred Pesos & Zero Centavos
(Php 367,200.00) Only Philippine Currency.

THIS BOND SHALL BE CALLABLE ON DEMAND

WHEREAS, said Contract requires said principal to give a good and sufficient bond in the above stated sum to secure
the full and faithful performance on his part of said contract.

NOW THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms,
conditions, and agreements stipulated in said Contract then, this obligation shall be null and void, otherwise, it shall remain in
full force and effect.

The liability of ALPHA INSURANCE AND SURETY COMPANY, INC. under this bond will expire on
FEBRUARY 19, 202026 and the SURETY does not assume any responsibility for any liability incurred
or created after said date, notice of claims against the SURETY must be given to the bonding company not later than (10) ten
days from said expiration date, and failure to do so shall release the SURETY from all liabilities under this bond and shall be a
bar to any action against it.

WITNESS OUR HANDS, AND SEAL this 19TH day of FEBRUARY, 2026, 20
at Manila, Philippines.

MULTIBIZ INTERNATIONAL CORPORATION

BY:

HERNAN B. SORIANO
Authorized Representative

ANGELINA L. PEREZ C/O AISCI
TIN 143-872-238

ALPHA INSURANCE AND SURETY COMPANY, INC.
TIN 000-433-024-000-VAT

BY:

GENALYN M. FORCA
Vice President - Bonds

SIGNED IN THE PRESENCE OF:

FLORIDA R. OLOJO C/O AISCI
TIN 106-710-322

Contract for One (1) Lot – Procurement of Print, Copy, and Scan Services Solution for One (1)
Year or until Contract Price is Consumed, Whichever Comes First
Multibiz international Corporation and Development Academy of the Philippines

SF1855

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
IN THE CITY OF MANILA) S.S.

In Manila, Philippines 19TH FEBRUARY 20 2026 A.D., personally appeared before me.

NAME	Res. Cert. No.	ISSUED	
		At	On
Mr. <u>HERMAN E. FERNANDEZ</u>			
Mr.			
Mr.			

and Mr. GENALYN GEMMA M. FORCA with Res. Cert. No. TIN#210-388-938 Issued at _____ on _____ for and in behalf of **ALPHA INSURANCE AND SURETY COMPANY, INC.** with Res. Cert. No. C- TIN-000-433-024-000 issued at Manila, on _____ to me known to be the same persons who signed and executed the foregoing instrument and acknowledged before me that the same is of their own voluntary act and deed.

In Witness Whereof, I have hereunto set my hand and affixed my notarial seal at the place and date first above written.

Doc. No. 446
Page No. 91
Book No. V
Series of 20 2026

VONN ALEXIS V. REMO
Notary Public - City Of Manila
Notarial Commission #2025-017
Until December 31, 2026

IBP License NOTARY PUBLIC
My Commission expires Dec. 31, 2026

MCLE Compl No. 1000011241 (Issued 04-11-24)
3F Alpha Insurance Center

REPUBLIC OF THE PHILIPPINES)
IN THE CITY OF MANILA) S.S.

I, GENALYN GEMMA M. FORCA - Vice President - Bonds of **ALPHA INSURANCE AND SURETY COMPANY, INC.** having been duly sworn states and deposes that the said **ALPHA INSURANCE AND SURETY COMPANY, INC.** is a corporation duly organized and existing under and by virtue of the laws of the Philippines, with its principal office at Manila and is duly authorized to execute and furnish surety bonds for all purposes within the said Philippines, and that it is actually worth the amount specified in the foregoing undertaking to wit Three Hundred Sixty-Seven Thousand Two Hundred Pesos & Zero Centavos Pesos, (P 367,200.00) Philippine Currency, over and above all just debts and obligations and property exempt from execution.

ALPHA INSURANCE AND SURETY COMPANY, INC.
TIN 000-433-024-000-VAT

By GENALYN GEMMA M. FORCA
Vice President - Bonds

Subscribed and sworn to before me this 19TH day of FEBRUARY, 2026 at MANILA Philippines. Affiant exhibited to me his Residence Certificate and that the corporations as above mentioned.

Doc. No. 447
Page No. 91
Book No. V
Series of 20 2026

VONN ALEXIS V. REMO
Notary Public - City Of Manila
Notarial Commission #2025-017
Until December 31, 2026

IBP License NOTARY PUBLIC
My Commission expires Dec. 31, 2026

MCLE Compl No. 1000011241 (Issued 04-11-24)
3F Alpha Insurance Center



development academy of the philippines
 BIDS AND AWARDS COMMITTEE (SO NO. 2025-118)



12 February 2026

Mr. HERMAN B. FERNADEZ
 Country Manager
 MULTIBIZ INTERNATIONAL CORPORATION
 470 Lalaan, 2nd Silang Cavite
 Email: bethdelayola.multibiz@gmail.com
 Contact No.: 0915-390-2004

NOTICE OF AWARD

TITLE: ONE (1) LOT -PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST

IB No.: IB25-419834-05 | ABC OF P3,300,000.00

Dear Mr. Fernandez:

Greetings from the Academy!

We are pleased to notify you that the project above cited is hereby awarded to MULTIBIZ INTERNATIONAL CORPORATION with a total amount equivalent to ONE MILLION TWO HUNDRED TWENTY-FOUR THOUSAND PESOS (P1,224,000.00) inclusive of all applicable government taxes, as the Lowest Calculated and Responsive Bid (LCRB).

As such, you are hereby required within ten (10) calendar days from the receipt of this Notice of Award (NOA), to formally enter into a contract with us, and to submit Performance Security in the form and the amount stipulated in Section III. Bid Data Sheet, ITB Clause 31.3, page 45 of the Official Bidding Documents as follows:

Form of Performance Security	AMOUNT of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or Cashier's or Manager's check issued by a bank; <u>or</u>	Five percent (5%) of the Contract Price or P61,200.00
(b) Bank Draft or guarantee or irrevocable Letter of Credit issued by a local bank; <u>or</u>	Five percent (5%) of the Contract Price or P61,200.00
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the IC as authorized to issue such security.	Thirty percent (30%) of the Contract Price or P367,200.00
NOTE: The performance security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the MULTIBIZ INTERNATIONAL CORPORATION is in	


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Form of Performance Security	AMOUNT of Performance Security (Not less than the Percentage of the Total Contract Price)
default in any of its obligations under the contract. (Section 68.5 of the IRR of RA12009)	
The performance security shall remain valid until issuance by the Development Academy of the Philippines of the Certificate of Final Acceptance. In case the performance security issued is valid for a specific period shorter than the term of the contract, the same shall be renewed or extended as often as necessary and immediately submitted to the Procuring Entity. The performance security may be released by the Procuring Entity after the issuance of the Certificate of Final Acceptance; Provided, That the Procuring Entity has no claims filed against the performance security. (Section 68.6 of the IRR of RA12009)	

Failure to enter into the said contract or to provide Performance Security shall constitute sufficient grounds for cancellation of this Award and forfeiture of your Bid Security.

Very truly yours,


LEOCADIO S. SEBASTIAN, PhD., CESO I
 Acting President and Chief Executive Officer

Conforme: 
Mr. HERMAN B. FERNADEZ
 Country Manager
MULTIBIZ INTERNATIONAL CORPORATION
 Date: _____



CAF NO: 26018

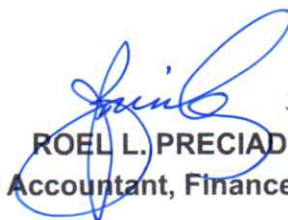
DATE: 3/5/2026

CERTIFICATE AS TO AVAILABILITY OF FUNDS

This is to certify that there is an available source of funds for:

PAYEE	MULTIBIZ INTERNATIONAL CORPORATION
PARTICULARS	DAP One (1) Lot - Rental of Print, Copy, and Scan Services Solution for One (1) Year or Until Contract Price is Consumed
PCODE	SAZRW
CENTER	AD
DURATION	15 March 2026 to 14 March 2027 (tentative)
AMOUNT (In figures)	Php 1,224,000.00
AMOUNT (In words)	ONE MILLION TWO HUNDRED TWENTY-FOUR THOUSAND PESOS ONLY.

This certification is being issued in compliance with Section 86 of PD 1445 and LOI no. 968.


3/6/2026
ROEL L. PRECIADOS
Chief Accountant, Finance Department