



# NATIONAL POWER CORPORATION

04 October 2023

**MS. CLAIRE B. JOSEPH**

Sales Manager  
OTUS COPY SYSTEMS, INC.  
10TH Floor MG Tower, No. 75 Shaw Blvd. Brgy. Daang Bakal  
Mandaluyong City  
E-mail: [clairebalaguer@yahoo.com](mailto:clairebalaguer@yahoo.com)

**SUBJECT: NOTICE OF AWARD OF CONTRACT NO. LOG MSSP 2023-10-092-MGF**  
Re: Three (3) Years of Printer Leasing Program and Partner Support  
PR No. HO-IST23-008/PB230613-NA00144 (PB3)

Dear **Ms. Joseph:**

Pursuant to Article XI Section 37 of RA 9184, Notice of Award (NOA) is hereby served to OTUS COPY SYSTEMS, INC. for having submitted the Single Calculated and Responsive Bid (SCRB) for the above subject project in the total contract amount of Six Million Six Hundred Eight Thousand Seven Hundred Sixty Nine Pesos and 98/100 (P6,608,769.98) Only.

Please be reminded of the ff: a) Your price validity is one hundred twenty (120) days from bid opening date; b) Contract duration is three (3) years with delivery of forty five (45) calendar days from issuance of NTP; and c) Delivery Point is at NPC Head Office, Diliman, Quezon City.

You are hereby required to secure and submit to the Manager, *Materials, Supplies & Services Procurement Division (MSSPD), Logistics Department*, the Performance Security in any of the following forms within five (5) days from the date of receipt of a copy of this Notice of Award:

- a) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee issued by a Universal or Commercial Bank; or Irrevocable Letter of Credit issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank which shall be Five Percent (5%) of the total Contract Price;
- b) Surety Bond callable upon demand and penal in nature issued by a surety or insurance company duly accredited by the Insurance Commission as authorized to issue such security which shall be Thirty Percent (30%) of the total Contract Price; The Insurance Company that will issue Performance Security must be accredited by the Insurance Commission and acceptable to the National Power Corporation (Annex A).

Failure to submit on time the Acceptable Performance Security and/or comply with the provisions of the 2016 Revised IRR of RA 9184 shall constitute sufficient ground for cancellation of award and forfeiture of bid security.

Contract and Notice to Proceed will be released upon submission of the Certificate of Acceptable Performance Security to MSSPD, Logistics Department issued by the Trade and Insurance Division.

For any clarification, please proceed to the MSSPD, Logistics Department, Ground Floor, NPC-OBC or you may call us at tel. nos. 8921-6048/8921-3541 loc. 5515 from 8:00 AM to 5:00 PM, Monday to Friday or e-mail us at [msspd@napocor.gov.ph](mailto:msspd@napocor.gov.ph).

Very truly yours,

**LORLINA E. BOMEDIANO**  
OIC-OVP, Admin and Finance

Received and Acknowledged by: \_\_\_\_\_

Authorized Representative

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

cf: Mr. V. S. Leyba - Manager, ITSD



**NATIONAL POWER CORPORATION**  
BIR Road cor. Quezon Avenue, Diliman  
Quezon City 1100, Philippines  
Tel. Nos. (632) 8921-3541 to80 • Fax No. (632) 8921-2468  
Website: [www.napocor.gov.ph](http://www.napocor.gov.ph)

