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## PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 26 FEBRUARY 2021 **RE: CONSIDERATION OF PURCHASE REQUEST FOR THE PROCUREMENT OF KYOCERA PRIMARY FEED ASSEMBLY FOR COPIER MODEL: ECOSYS M4125IDN UNDER PURCHASE REQUEST NO. 127-02-2021**, AT THE PAO-LIBRARY, PAO CENTRAL OFFICE

## RESOLUTION

**RECOMMENDING THE PROCUREMENT THROUGH DIRECT CONTRACTING OF FOUR (4) UNITS OF KYOCERA PRIMARY FEED ASSEMBLY FOR COPIER MODEL: ECOSYS M4125IDN UNDER PURCHASE REQUEST NO. 127-02-2021 FOR THE USE OF PAO-SACS, UNDER SECTION 50(c) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-c OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184**

**WHEREAS,** the Public Attorney's Office (PAO) is committed to adhere to the State's Policy of securing and maintaining the trust and confidence of every Filipino, by upholding transparency, good governance and anti-corruption measures;

**WHEREAS,** considering that the use of photocopiers and its corresponding parts is crucial in the day-to-day discharge of functions in this Office in view of the voluminous cases it handles both in the judicial and non-judicial services it caters;

**WHEREAS,** in view of the fact that the subject machines of the requesting PAO Office are in need of replacement parts and must all be immediately repaired in order not to hamper the service delivery of the Offices;

**WHEREAS,** since the parts needed to be replaced/repaired are exclusively[1] provided by Philcopy Corporation (Philcopy) and the needed parts are critical components of the copiers, it is but proper that the same be immediately procured from the said entity;

**WHEREAS,** there is an approved budget for the contract of the subject procurement with a total amount of Fifteen Thousand Seventy Two Pesos (P15,072.00)[2];

**WHEREAS,** ultimately considering that the procurement of the mentioned items and the needed services for their installation are critical components exclusively supplied by PHILCOPY, BAC Member Atty. Alem Abeya moved that the practicality and necessity in procuring the same through Direct Contracting in accordance with Section 50(c) in relation to ANNEX "H," NO. V, SUBSECTION (A)1-c of the IRR of RA 9184 is thus in order, duly seconded by BAC Member Atty. Flordeliza Merelos;

**NOW THEREFORE, WE,** the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), and all members here present, **hereby resolve to recommend to the Head of Procuring Entity the**

[1] Certificate of Exclusivity of Philcopy
[2] Approved Budget for the Contract from the Financial Planning and Management Service

**pursuance of a DIRECT CONTRACING UNDER SECTION 50(c) IN RELATION TO ANNEX "H," NO. V, SUBSECTION (A)1-c OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT NO. (RA) 9184, in purchasing from PHILCOPY the exigently needed FOUR (4) UNITS OF KYOCERA PRIMARY FEED ASSEMBLY FOR COPIER MODEL: ECOSYS M4125IDN UNDER PURCHASE REQUEST NO. 127-02-2021 FOR THE USE OF PAO-SACS, SUBJECT TO POSTING OF WARRANTY SECURITY IN ACCORDANCE WITH RA 9184.**

**APPROVED** this 26th day of February 2021 at the Field Operations and Statistics Services (FOSS), Public Attorney's Office (PAO) Central Office, 4th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines.

**ATTY. FLORDELIZA G. MERELOS**
Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit

*(on leave)*
**ATTY. MARLON BUAN**
Regional Public Attorney
Chairperson, PBAC
PAO-NCR and concurrent
District Public Attorney
Manila District Office

***Acceded By: (The TWG)***

**MS. ALMA E. DUMAGO-LATOSA**
Head, Technical Working Group (TWG)
Director II
Financial Planning and Management Service

**MR. THOR ARTHUR B. AVILLA**
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service

**MR. MICHAEL M. MENDOZA**
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

**ATTY. ALEM-EMAN CHISUM L. ABEYA**
Public Attorney III
Member, PBAC
Executive Support Staff

(on leave)
**ATTY. RIGEL A. SALVADOR**
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service

**ATTY. RONALD JEROME P. NIEVES**
Vice-Chairperson, PBAC
Officer-In-Charge
Legal Research Service

**Approved:**
**For and by the authority**
**Of the Chief Public Attorney**

**SILVESTRE A. MOSING**
Deputy Chief Public Attorney

***Prepared By: (The Secretariat)***

**ATTY. MIGUEL NARCISO A. ILAGAN**
Head, PBAC Secretariat
Public Attorney III
Executive Support Staff

**MR. CHRISTIAN A. BACAYCAY**
Member, PBAC Secretariat
Administrative Assistant III
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Member, PBAC Secretariat
Legal Assistant II
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Control No: TRANS-2021-02-008 February 19, 2021

**ATTY. MARLON E. BUAN**
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-NCR

Sir:

Attached herewith is the approved Purchase Request needed by the PAO-SACS to wit:

| PHILCOPY CORPORATION | | | | | | |
|---|---|---|---|---|---|---|
| **No.** | **PR No.** | **Requesting Office** | **Item Description** | **Quantity** | **Unit Price** | **Total Amount** |
| 1 | 127-02-2021 | *SACS* | ***Kyocera Primary Feed Assembly*** *(Copier Model: ECOSYS M4125IDN)* | 4 | 3,768.00 | 15,072.00 |
| **TOTAL** | | | | | | **15,072.00** |

Prepared by:

**ANDRIAN H. MARASIGAN**
Admin. Officer II

Certified Correct by:

**CARMELA L. FLORENDO**
OIC-Supply Section

Noted by:

**ATTY. DEMITEER U. HUERTA**
PA-IV/OIC-Administrative Service

8

*Appendix 60*

# PURCHASE REQUEST

**Entity Name:** PUBLIC ATTORNEY'S OFFICE **Fund Cluster:** 01

| Office/Section : SACS | | PR No.: 127-02-2021 | | 02/04/2021 | |
|---|---|---|---|---|---|
| | | Responsibility Center Code : | | | |
| **Stock/ Property No.** | **Unit** | **Item Description** | **Quantity** | **Unit Cost** | **Total Cost** |
| | pcs | Kyocera Primary Feed Assembly | 4 | 3,748 | 15,072 |

Purpose: for the repair of SACS Kyocera photocopiers.

| | Requested by: | Approved by: |
|---|---|---|
| Signature : | | |
| Printed Name : | Atty. Flordeliza G. Merelos | SILVESTRE A. MOSING |
| Designation : | OIC-SACS | Deputy Chief Public Attorney |

PUBLIC ATTORNEY'S OFFICE
F.P.M.S.
RECEIVED
FEB 09 2021
REC'D BY: TIME: 9:30

05 FEB 2021
01:16

PUBLIC ATTORNEY'S OFFICE
RECEIVED
FEB 09 2021
REC'D BY: 01:24

Dated this 29th day of May 2020

## NOTARIAL CERTIFICATE

**Fred Kan & Co.**
Solicitors & Notaries
3104-06 Central Plaza
18 Harbour Road, Hong Kong

Tel: 2598 1318 Fax: 2588 1318

Ref: H8555/GEN/FK-FK

CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

PHILCOPY
THE POWER TO MULTIPLY

# CERTIFICATION

**To Whom It May Concern:**

This is to certify that **PHILCOPY CORPORATION** is the exclusive distributor of **KYOCERA Full-Colour, Monochrome Digital Copiers and Laser Printers,** its consumables (toners) and spare parts in the Philippines, and that we do not have sub dealer(s) selling at lower price(s) and for which no suitable substitute can be obtained elsewhere at more advantageous terms to the government that can approximate its quality and utility value performance.

For equipment items, we hereby certify that the maintenance service and spare parts are available and will be extended by our company or firm whenever needed.

Done in Makati City, January 2, 2020

**EFREN LIM QUIDILLA**
President

**SUBSCRIBED AND SWORN** to before me this 2 [illegible] JAN 2020 at Makati City by Affiant exhibiting to me his SSS Number 33-1117297-0, that he is the same person who personally signed before me the foregoing Affiant and acknowledge that he executed the same.

Doc. No. 404
Book No. 82
Page No. 793
Series of 2020

RUBEN T. M. RAMIREZ
NOTARY PUBLIC
UNTIL DEC. 3 2021
IBP NO 095469 / [illegible]
ROLL NO [illegible]
PTR NO. [illegible]

CERTIFIED TRUE COPY

FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE


- Angono, Makati
- J.P. Rizal Annex, Makati
- Las Piñas
- Ortigas
- SM Mall of Asia
- SM Megamall
- SM North EDSA
- West Triangle

- Angeles
- Cabanatuan
- Calamba
- Cavite
- Dagupan
- La Union
- Legazpi
- Lipa
- Lucena
- Malolos
- Naga
- Olongapo
- Puerto Princesa
- SM City Naga

- Mandaue, Cebu
- Ormoc
- Tacloban
- Tagbilaran, Bohol

- Butuan
- Cagayan De Oro
- Davao
- Kidapawan
- Limketkai
- Ozamiz
- SM City Davao Annex
- SM Lanang Premier
- Tagum
- Zamboanga

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# LIST OF BRANCHES & DEALERS

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CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER/
AUTHORIZED REPRESENTATIVE

**DEALERS**

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+63 34 433-7112
+63 34 707-2966
C.P.: ATTY. TRINA YU

(REGION 6)
Bacolod City - Office Base
Negros Occidental
Negros Oriental
Dumaguete

**TENG HWA TRADING CO. INC. (ILOILO)**
Door 2 Teng Hwa Bldg., Balantang Highway
Jaro , Iloilo City
TEL.# +63 33 508-0888
+63 33 329-6795
C.P.: MS. JOMELYN GABASA

(REGION 6)
Iloilo City - Office Base
Antique
Capiz
Aklan

**MITA GENERAL SANTOS SHOWROOM AND BUSINESS CENTER**
NO. 0169 JKM Bldg, Bañas Sreet Brgy. South
General Santos City
TELEFAX# +63 83 305-0384/552-3961
E-mail: mita_koronadal @yahhoo.com
C.P.: MR. JOHN BIÑAS

(REGION 11 & 12)
Gen-San City - Office Base
South Cotobato
Sultan Kudarat

**YEH ENTERPRISES**
Cotobato Phoenix Gas Station Building
Notre Dame Avenue, Cotobato City
TEL.# +63 64 390-2846
FAX# +63 64 536-0089
C.P.: MR. HEMINGTON YAP

(REGION 11, ARMM)
Cotobato City -Office Base
Maguindanao
North Cotobato
Lanao Del Sur

CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

KYOCERA Document Solutions Asia Limited
Unit 3 & 5, 16/F., Mita Centre, 552-566 Castle Peak Road,
Tsuen Wan, New Territories, Hong Kong
Tel: (852) 2496 5678
Fax: (852) 2610 2063
http://www.kyoceradocumentsolutions.asia

5th May 2020
Document reference: TD/PH/20050601

Philcopy Corporation
P.O. Box 5190, Philcopy Bldg.,
793, J. Rizal St., Makati,
Metro Manila, Philippines

Attention: Mr. Efren Lim Quidilla
President

Sworn Certificate of Guarantee
Exclusive Distributorship Agreement

We, KYOCERA Document Solutions Asia Limited appoint Philcopy Corporation as an exclusive distributor in marketing and servicing KYOCERA Document Solutions brand copiers, laser printers and multi-functional peripheral, software solutions, including related consumables and spare parts in the Philippines. Therefore, Philcopy Corporation is responsible for sales and after sales service for the said products.

Yours faithfully,

KYOCERA Document Solutions Asia Limited

Takuma KIMURA, President

CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

In witness of signature

(1) Motohiro SATO, Vice President
KYOCERA Document Solutions Asia Limited

(2) Hiroyuki UEDA, Director
KYOCERA Document Solutions Asia Limited

REPUBLIC OF THE PHILIPPINES

# CITY OF MAKATI

## BUSINESS PERMITS OFFICE

PERMIT NO. 45046
45046

# PAHINTULOT SA PANGANGALAKAL
## (BUSINESS PERMIT)

**MATALASTAS NG LAHAT:**
(KNOW ALL MEN BY THESE PRESENTS)

**NA SI/ANG:**
(THAT)

**PHILCOPY CORPORATION**

**na matatagpuan at may pahatirang sulat sa**
(with postal address at)
**793 J.P. RIZAL ST., POBLACION**

**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, SEO**

**ngayong ika-** 23 **ng** January 2020
(on this) (day of)

**Ang pahintulot na ito ay matatapos sa ika-** 31 of December 2020
(This permit expires on)

**Malibang ito'y maagang bawiin at pawalang bisa.**
(unless sooner revoked)

**ATTY. MARIBERT Q. PAGENTE**
HEAD, BUSINESS PERMITS AND LICENSING OFFICE

**HON. MAR-LEN ABIGAIL S. BINAY**
PUNONG PANGLUNSOD
(CITY MAYOR)

| | | | |
|---|---|---|---|
| TAX YEAR | 2020 | QUARTER | 4 |
| O.R. NO. | 4184543BT | O.R. DATE | 01/17/2020 |
| O.R. AMOUNT : | 1,178,138.65 | | |

| | |
|---|---|
| MAYOR'S PERMIT FEE | 9,000.00 |
| BUSINESS TAX | 1,170,577.34 |
| SANITARY PERMIT FEE | 600.00 |
| GARBAGE FEE | 6,750.00 |
| SIGNBOARD FEE | 200.00 |
| ENGINEERING FEE | 240.00 |
| INDIVIDUAL MP FEE | 5,600.00 |
| INDIVIDUAL HC FEE | 5,600.00 |
| MEAT INSPECTION FEE | 0.00 |
| FSI FEE | 2,518.50 |
| BARANGAY CLEARANCE FEE | 0.00 |
| **TOTAL** | **1,201,085.84** |

## 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 cessation 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
(SGD.) ARMANDO T. DE VERA
BENHUR SALES MANAGER
AUTHORIZED REPRESENTATIVE

Tax Credit as per OR# CT2018070410002 P 22,947.19

A40954P

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

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

OFFICIAL RECEIPT
Republic of the Philippines
City of Makati
OFFICE OF THE TREASURER

CONTROL NO.:

MAYOR'S PERMIT NO. 8

ISSUANCE OF BUSINESS PERMIT
JAN 23 2020

BUSINESS TAXES AND FEES DIVISION

| Accountable Form No. 51 Revised January, 1992 | ORIGINAL |
|---|---|
| DATE 01/17/2020 | No. MKTCF 4184543 |

NAME OF TAXPAYER: PHILCOPY CORPORATION

LOCATION/ADDRESS OF BUSINESS: 720 G.P. RIZAL ST. POBLA

PAYOR 840954P 4184543BT
PHILCOPY CORPORATION

| TAX CODE | KIND OF FEE / |
|---|---|
| | Tax for 2020 |
| | MAYOR'S PERMIT |
| [illegible] | GEN. MERCHANDISE- |
| [illegible] | SERVICES - OTHER |
| | CITY LICENSE |
| [illegible] | GEN. MERCHANDISE- |
| [illegible] | SERVICES - OTHER |
| | SANITARY FEE |
| | GARBAGE FEE |
| | SIGNBOARD FEE |
| | ENGINEERING FEE |
| | INDIVIDUAL MP FEE |
| | INDIVIDUAL HC FEE |
| | FSI FEE |
| | HEAT INSPECTION |

| NATURE OF COLLECTION | FUND AND ACCOUNT CODE | AMOUNT |
|---|---|---|
| MAYOR'S PERMIT | | 9,000.00 |
| SANITARY FEE | | 600.00 |
| GARBAGE FEE | | 6,750.00 |
| SIGNBOARD FEE | | 200.00 |
| ENGINEERING FEE | | 240.00 |
| INDIVIDUAL MP FEE | | 5,600.00 |
| INDIVIDUAL HC FEE | | 5,600.00 |
| FSI FEE | | 2,518.50 |
| RTN - Gross: 119,949,980.69 | | 899,624.86 |
| SEO - Gross: 36,126,997.41 | | 270,952.48 |
| Less Tax Credit as per OR # CT20190701000 | | 22,947.19 |

AMOUNT IN WORDS
12/31 2020 1,178,138.65
ONE MILLION ONE HUNDRED SEVENTY EIGHT THOUSAND ONE HUNDRED THIRTY EIGHT AND 65/100

| | CASH | DRAWEE BANK | NUMBER | DATE |
|---|---|---|---|---|
| | CHECK | | | |
| X | P 1,178,138.65 | BDO | 0014387 | 1/16/2020 |
| | MONEY ORDER | | | |

RECEIVED THE AMOUNT STATED ABOVE.

1 of 1 CECILIA R. GAFFUD
COLLECTING OFFICER

Note: Write the number and date of this receipt on the back of check or money order received.

ASSESSED BY: EDGARDO P. GLEAN

RECOMMENDED BY:

ATTY.
HEAD, BUSINESS PERMITS & LICENSING OFFICE

TE B LED: 20 | STATUS: Renewal

YMENT APPROVED BY:
ARIZA V. LABARES
C, BUSINESS TAX DIVISION

YMENT RECEIVED BY:

Schedule of Payments

quarter payment on or before e twentieth (20th) day of January

quarter payment on or before e twentieth (20th) day of April

quarter payment on or before e twentieth (20th) day of July, and

quarter payment on or before e twentieth (20th) day of October

Page :1/1

IL S. BINAY
MAYOR

FORM NO. 11861

CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER / AUTHORIZED REPRESENTATIVE

CONTROL NO.:

REPUBLIKA NG PILIPINAS
**LUNGSOD NG MAKATI**
**BUSINESS PERMITS OFFICE**

# BILLING ASSESSMENT

MAYOR'S PERMIT NO. 8

FOR ISSUANCE OF BUSINESS PERMIT
JAN 23 2020

| NAME OF TAXPAYER: | BUSINESS ID: | MODE OF PAYMENT: | DATE BILLED: | STATUS: |
|---|---|---|---|---|
| PHILCOPY CORPORATION | 840954P | 4 Quarter/s | 01/08/2020 | Renewal |

| LOCATION/ADDRESS OF BUSINESS: | NAME OF BUSINESS: |
|---|---|
| 703 C.P. RIZAL ST. POBLACION | PHILCOPY CORPORATION |

| TAX CODE | KIND OF FEE / TAX | TAX BASE | TAX AMOUNT | %INT | SUR. / INT. | TOTAL |
|---|---|---|---|---|---|---|
| | Tax for 2020 | | | | | |
| | MAYOR'S PERMIT | | | | | |
| 3[illegible] | GEN. MERCHANDISE-NO | | 5,000.00 | 0 | 0.00 | 5,000.00 |
| 3[illegible] | SERVICES - OTHER CO | | 4,000.00 | 0 | 0.00 | 4,000.00 |
| | | | 9,000.00 | | 0.00 | 9,000.00 |
| | CITY LICENSE | | | | | |
| 3[illegible] | GEN. MERCHANDISE-NO | 119,949,980.69 | 899,624.86 | 0 | 0.00 | 899,624.86 |
| 3[illegible] | SERVICES - OTHER CO | 36,126,997.41 | 270,952.48 | 0 | 0.00 | 270,952.48 |
| | | | 1,170,577.34 | | 0.00 | 1,170,577.34 |
| | SANITARY FEE | | 600.00 | 0 | 0.00 | 600.00 |
| | GARBAGE FEE | | 6,750.00 | 0 | 0.00 | 6,750.00 |
| | SIGNBOARD FEE | | 200.00 | 0 | 0.00 | 200.00 |
| | ENGINEERING FEE | | 240.00 | 0 | 0.00 | 240.00 |
| | INDIVIDUAL MP FEE | | 5,600.00 | 0 | 0.00 | 5,600.00 |
| | INDIVIDUAL HC FEE | | 5,600.00 | 0 | 0.00 | 5,600.00 |
| | FSI FEE | | 2,518.50 | 0 | 0.00 | 2,518.50 |
| | MEAT INSPECTION | | 0.00 | 0 | 0.00 | 0.00 |
| | | Sub Total | 1,201,085.84 | | 0.00 | 1,201,085.84 |
| | | Grand Total | 1,201,085.84 | | 0.00 | 1,201,085.84 |
| | | TOTALS | Tax Credit | | | (22,947.19) |
| | | | | | | 1,178,138.65 |

PAYMENT APPROVED BY:
CLARIZA V. LABARES
OIC, BUSINESS TAX DIVISION A

PAYMENT RECEIVED BY:

**Schedule of Payments**

1st quarter payment on or before the twentieth (20th) day of January

2nd quarter payment on or before the twentieth (20th) day of April

3rd quarter payment on or before the twentieth (20th) day of July, and

4th quarter payment on or before the twentieth (20th) day of October

ASSESSED BY:
EDGARDO P. GLEAN

Page :1/1

RECOMMENDED BY:
ATTY. MARIBERT Q. PAGENTE
HEAD, BUSINESS PERMITS & LICENSING OFFICE

RECOMMENDING APPROVAL BY:

APPROVED BY:
MAR-LEN ABIGAIL S. BINAY
CITY MAYOR

FORM NO. 11861

CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 008 - MAKATI
REVENUE DISTRICT OFFICE NO. 049 - NORTH MAKATI

BIR Form No. **2303**
Revised : November 2014

**OCN:** 9RC0001270720E
**Date:** November 03, 2017

# CERTIFICATE OF REGISTRATION

| TIN / BRANCH CODE | NAME OF TAXPAYER | TIN ISSUE DATE |
|---|---|---|
| 000-169-318-00000 | PHILCOPY CORPORATION | October 23, 1979 |

REGISTERING OFFICE : X Head Office | Branch

REGISTERED ADDRESS
793 J.P. RIZAL AVENUE POBLACION MAKATI CITY , CITY OF MAKATI NCR, FOURTH DISTRICT PHILIPPINES 1210

| TAX TYPES | FORM TYPES | FILING START DATE | TAX TYPES | FORM TYPES | FILING START DATE |
|---|---|---|---|---|---|
| MISCELLANEOUS TAX | 0605 | December 31, 2000 | WITHHOLDING TAX - COMPENSATION | 1601C | January 01, 2000 |
| DOCUMENT STAMP TAXES - REGULAR | 2000 | December 31, 2008 | WITHHOLDING TAX - COMPENSATION | 1604CF | January 01, 2000 |
| TRAVEL TAX - PTA | 0605 | December 31, 2004 | REGISTRATION FEE | 0605 | August 12, 1997 |
| CORPORATE INCOME TAX | 1702 | January 01, 1997 | WITHHOLDING TAX - EXPANDED/OTHERS | 1604E | January 01, 2000 |
| CORPORATE INCOME TAX | 1702Q | July 22, 1998 | WITHHOLDING TAX - EXPANDED/OTHERS | 1601E | January 01, 2000 |
| VALUE ADDED TAX | 2550Q | December 31, 1998 | IMPROPERLY ACCUMULATED EARNINGS TAX | 0611 | December 31, 2015 |
| VALUE ADDED TAX | 2550M | January 01, 1997 | | | |

TAXPAYER TYPE/S : DOMESTIC CORPORATION

| | | CATEGORY | REGISTRATION DATE |
|---|---|---|---|
| TRADE NAME 1 | PHILCOPY CORPORATION | | October 23, 1979 |
| Line of Business (PSIC) | 47739 OTHER RETAIL SALE OF NEW GOODS IN SPECIALIZED STORES, N.E.C. | Primary | |

REMINDERS:
1. PAYMENT OF ANNUAL REGISTRATION FEE ON OR BEFORE JANUARY 31, USING BIR FORM NO. 0605
2. FILING OF REQUIRED TAX RETURN/S TO CONFORM WITH THE ABOVE TAX TYPE/S, WHETHER WITH OR WITHOUT BUSINESS OPERATION, TO AVOID PENALTIES
3. THE FOLLOWING SHALL LIKEWISE BE ACCOMPLISHED:
   - APPLICATION FOR REGISTRATION OF MANUAL BOOKS OF ACCOUNTS AND/OR COMPUTERIZED ACCOUNTING SYSTEM OR COMPONENTS THEREOF (BIR FORM NO. 1900)
   - APPLICATION FOR AUTHORITY TO PRINT MANUAL RECEIPTS AND INVOICES (BIR FORM NO. 1906)
4. IMMEDIATELY INFORM THIS DISTRICT OFFICE IN CASE OF TRANSFER/CESSATION OF BUSINESS AND OTHER CONCERNS BY FILING BIR FORM NO. 1905 TO STOP GENERATION OF OPEN CASES

CERTIFIED TRUE COPY

BUWIS
DS 2017
06535216

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS INDICATED ABOVE UNDER THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED.

FLAVIANO A. DE VERA
SENIOR SALES MANAGER / AUTHORIZED REPRESENTATIVE

ISABEL A. PAULINO
REVENUE DISTRICT OFFICER (Signature over Printed Name)

THIS CERTIFICATION MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

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

# CERTIFICATE OF PHILGEPS REGISTRATION
# (Platinum Membership)

*THIS IS TO CERTIFY THAT*

**PHILCOPY CORPORATION**
793 JP Rizal Ave., Poblacion ,
Makati City , Metro Manila , NCR , Philippines

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 22-Jun-2001 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 **PHILCOPY 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 11-May-2021*

Issued this 11th day of May 2020.

This is a system generated certificate. No signature is required.

CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER/
AUTHORIZED REPRESENTATIVE

Documentary Stamp Tax Paid Php 30.00

**Certificate Reference No: 200106831440533222**
**Amended Date as of June 26, 2020 1:36 PM**

## REMINDERS [1]

- *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.*

CERTIFIED TRUE COPY

FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

**Certificate Reference No: 200106831440533222**
**Amended Date as of June 26, 2020 1:36 PM**



[1]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

**PHILCOPY CORPORATION**

793 JP Rizal Ave., Poblacion ,
Makati City , Metro Manila , NCR , Philippines

| | |
|---|---|
| **SEC Certificate** | Registration Date : 22-Nov-1979<br>SEC Certificate Number : 89173 |
| **Mayors Permit** | Expiration Date : 31-Dec-2020<br>Permit Number : 45046<br>Place of Issue : MAKATI CITY<br>Issued By / Signatory : HON. MAR-LEN ABIGAIL S. BINAY<br>Issuance Date : 23-Jan-2020 |
| **Tax Clearance** | Expiration Date : 04-Mar-2021<br>TCC Number : 08A-049-03-04-0207-2020<br>Issued By / Signatory : BENILDA M. NICOSIA<br>Issuance date : 04-Mar-2020 |
| **Audited Financial Statement** | Date of Filing : 15-Jun-2020<br>Current Asset : 519,691,342.99<br>Total Asset : 557,747,755.35<br>Current Liabilities : 314,462,761.33<br>Total Liabilities : 314,462,761.33<br>Name of Auditor : GUILLERMA M. GUMERA<br>BIR RDO Code : 49 |
| **PCAB License** | Expiration Date : -<br>Issued By / Signatory :<br>Issuance Date : -<br>License Number :<br>License First Issue Date : -<br>Principal Classification :<br>Category : |

CERTIFIED TRUE COPY

FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

**Certificate Reference No: 200106831440533222**
**Amended Date as of June 26, 2020 1:36 PM**

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
**BUREAU OF INTERNAL REVENUE**
Revenue Region No. 8A - Makati City

**TCC NO. 08A-049-03-04-0207-2020**

# TAX CLEARANCE CERTIFICATE

**(Pursuant to Executive Order No. 398)**

## PHILCOPY CORPORATION

**Name of Taxpayer**

**793 J. P. RIZAL AVENUE POBLACION, MAKATI CITY**

**Address**

**000-169-318-000**

**Taxpayer Identification Number**

This is to certify that the above-mentioned taxpayer has no listed tax liabilities based on the Tax Delinquency Verification made by this Region as of March 4, 2020.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this clearance.

Issued this 4th day of March 2020.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL MARCH 4, 2021 ONLY OR UNTIL REVOKED, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON FEBRUARY 28, 2020 UNDER EFPS PAYMENT TRANSACTION NO. 203507894. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

NOT VALID WITHOUT BIR DRY SEAL

**BENILDA M. NICOSIA**
OIC-Chief, Collection Division

CERTIFIED TRUE COPY

FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

*WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html. Tax Clearance Certificate (for BIDDING PURPOSES) not listed/posted herein will be deemed to have originated from an illegal source.*

REPUBLIC OF THE PHILIPPINES
**SECURITIES AND EXCHANGE COMMISSION**
Ground Floor, Secretariat Building, PICC
City of Pasay, Metro Manila

**COMPANY REG. NO. 89173**

# CERTIFICATE OF FILING
# OF
# AMENDED ARTICLES OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

*This is to certify that the amended articles of incorporation of the*

**PHILCOPY CORPORATION**
**(Amending Article III and VII thereof)**

copy annexed, adopted on **January 6, 2017** by a majority vote of the Board of Directors and by the vote of the stockholders owning or representing at least two-thirds of the outstanding capital stock, and certified under oath by the Secretary and a majority of the Board of Directors of the corporation was approved by the Commission on this date pursuant to the provision of Section 16 of the Corporation Code of the Philippines, Batas Pambansa Blg. 68, approved on May 1, 1980 and copies thereof are filed with the Commission.

Unless this corporation obtains or already has obtained the appropriate Secondary License from this Commission, this Certificate does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of this Commission to be affixed to this Certificate at Pasay City, Metro Manila, Philippines, this 7th day of April, Twenty Seventeen.

**FERDINAND B. SALES**
**Director**
**Company Registration and Monitoring Department**

CERTIFIED TRUE COPY

FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

***TO ALL TO WHOM THESE PRESENTS SHALL COME :***

***I, FREDERICK KA-CHONG KAN,***

***of Hong Kong,***

***a Special Administrative Region of the People's Republic of China,***

***Notary Public***

uly authorised and qualified to practise in the Hong Kong Special Administrative egion of the People's Republic of China **DO HEREBY CERTIFY THAT:**

The paper writing annexed hereto is a Sworn Certificate of Guarantee Exclusive Distributorship Agreement dated 6th May, 2020 which was properly signed, for and on behalf of KYOCERA Document Solutions Asia Limited (京瓷辦公信息系統亞洲有限公司) (the "Company"), a company incorporated under the Companies Ordinance, Cap. 32, Laws of Hong Kong, by its director, Mr. Takuma KIMURA (holder of Japanese Passport bearing No. TR5627506); and

2. To the best of my knowledge and belief, the signature of the said Mr. Takuma KIMURA subscribed to the said Sworn Certificate of Guarantee Exclusive Distributorship Agreement is the signature of the said Mr. Takuma KIMURA which I have compared with his signatures on documents filed with the Companies Registry.

***IN TESTIMONY*** whereof I have hereunto subscribed my name and affixed my Seal of Office this 29th day of May, Two Thousand and Twenty.

**FREDERICK KA-CHONG KAN**
**Notary Public, Hong Kong SAR**
**Suites 3104-6, Central Plaza,**
**18 Harbour Road,**
**Hong Kong**

CERTIFIED TRUE COPY
FLAVIANO A. DE VERA
SENIOR SALES MANAGER /
AUTHORIZED REPRESENTATIVE

3930

PHILCOPY
THE POWER TO MULTIPLY

# CERTIFICATION

**To Whom It May Concern:**

This is to certify that ~~PHILCOPY CORPORATION~~ is the exclusive distributor of ~~KYOCERA Full-Colour, Monochrome Digital Copiers and Laser Printers;~~ its consumables (toners) and spare parts in the Philippines, and that we do not have sub dealer(s) selling at lower price(s) and for which no suitable substitute can be obtained elsewhere at more advantageous terms to the government that can approximate its quality and utility value performance.

For equipment items, we hereby certify that the maintenance service and spare parts are available and will be extended by our company or firm whenever needed.

Done in Makati City, ~~January 2, 2018~~ update date

**EFREN LIM QUIDILLA**
President

**SUBSCRIBED AND SWORN** to before me this JAN 04 2018 at Makati City by Affiant exhibiting to me his SSS Number 33-1117297-0, that he is the same person who personally signed before me the foregoing Affiant and acknowledge that he executed the same.

Doc. No. 91
Book No. IV
Page No. 11
Series of 2018

MELANIE C. MALABANAN
NOTARY PUBLIC FOR MAKATI CITY
UNTIL DECEMBER 31, 2018
APPOINTMENT NO. M-357
4298 EMILIA COR BAUTISTA, PALANAN, MAKATI CITY
PTR. NO. 19538766, Jan 4, 2017
IBP No. 1063823, IBP Batangas, Jan. 12 2017
MCLE Compliance No. V-0019727
TIN - 278608760000

METRO MANILA BRANCH
- Angono, Makati
- J.P. Rizal Annex, Makati
- Las Piñas
- Ortigas
- SM Mall of Asia
- SM Megamall
- SM North EDSA
- West Triangle

LUZON BRANCHES
- Angeles
- Cabanatuan
- Cavite
- Dagupan
- La Union
- Legazpi
- Lipa
- Lucena
- Malolos
- Naga
- Olongapo
- Puerto Princesa
- SM City Naga
- Calamba

VISAYAS BRANCHES
- Mandaue, Cebu
- Ormoc
- Tacloban
- Tagbilaran, Bohol

MINDANAO BRANCHES
- Butuan
- Cagayan De Oro
- Davao
- Kidapawan
- Limketkai
- Ozamiz
- SM City Davao Annex
- SM Lanang Premier
- Tagum
- Zamboanga

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