



22 March 2021

**ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 21-03-026**

**DECLARATION OF THE BIDDER WITH SINGLE CALCULATED AND RESPONSIVE BID AND
RECOMMENDING THE AWARD OF CONTRACT TO QUARTZ BUSINESS PRODUCTS CORP FOR THE
SUPPLY AND DELIVERY OF ONE (1) LOT MANAGED PRINT SERVICES**

Purchase Request No. : **GAA-20-12-10656**

Date of Purchase Request : **27 November 2020**

Invitation to Bid No. : **21-02-3338**

Solicitation No. : **21-02-3338**

PhilGEPS Reference No. : **7465119**

Approved Budget for the Contract : **₱1,250,000.00**

WHEREAS, the Advanced Science and Technology Institute (ASTI) through General Appropriations Act for FY 2021, intends to procure the Supply and Delivery of One (1) Lot Managed Print Services with a total Approved Budget for the Contract amounting One Million Two Hundred Fifty Thousand Pesos Only (₱1,250,000.00), which was included in the Supplemental Annual Procurement Plan (APP) No. 2 for Fiscal Year 2021;

WHEREAS, the Bids and Awards Committee (BAC) resorted to Competitive/Public Bidding pursuant to Section 10, Article IV of Republic Act (RA) No. 9184 also known as the “The Government Procurement Reform Act”;

WHEREAS, Section 7 of RA No. 9184 mandates that no government procurement shall be undertaken unless it is in accordance with an approved APP consistent with the yearly budget and approved by the Head of the Procuring Entity (HoPE);

WHEREAS, due to exceptional cases brought about by the COVID-19 pandemic, community quarantines, and suspensions of public transport, the Government Procurement Policy Board (GPPB) issued Resolution No. 09-2020 titled, Approving Measures for the Efficient Conduct of Procurement Activities during a State of Calamity, or Implementation of Community Quarantine or Similar Restrictions;

WHEREAS, so as to “maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic”, the GPPB enjoin Procuring Entities (PEs) in the above Resolution to use videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the Bids and Awards Committee (BAC) and use of digital signatures in procurement related documents;

WHEREAS, on 10 February 2021, the BAC, thru its Secretariat, advertised the Invitation to Bid on the website of the Philippine Government Electronic Procurement System, website of the DOST-ASTI and at a conspicuous place within the premises of the Procuring Entity;

WHEREAS, due to different community quarantines implemented in the country, a Pre-bidding Conference was held via videoconferencing on 18 February 2021, 10:30 in the morning, which was attended by two (2) prospective bidders, specifically, Philcopy Corp. and Quartz Business Products Corp.

WHEREAS, on 22 February 2021, the BAC issued Supplemental Bulletin No. BAC-2021-02-004 amending Section VII. Technical Specifications and Terms of Reference of the Bidding Documents;

WHEREAS, on 02 March 2021, only one (1) bidder purchased Bidding Documents in the amount of Five Thousand Pesos Only (₱5,000.00) and, consequently, submitted bids for the procurement project before 10:00 in the morning, specifically, Quartz Business Products Corp.;

WHEREAS, on the same date at 10:30 in the morning, the preliminary examination and opening of bids were conducted and the bid of the sole bidder was read, as follows:

ITEM NO.	DESCRIPTION	QTY.	UNIT	QUARTZ BUSINESS PRODUCTS CORP.	
				UNIT AMOUNT (₱)	TOTAL AMOUNT (₱)
1	Supply and Delivery of One (1) Lot Managed Print Services	1	Lot	1,249,500.00	1,249,500.00
TOTAL BID AMOUNT				₱1,249,500.00	

WHEREAS, after the preliminary examination and opening of bids, the BAC conducted a detailed evaluation of the Financial Component of the Bid to establish the correct calculated prices of the bid;

WHEREAS, the BAC declared Quartz Business Products Corp. as the bidder with Single Calculated Bid (SCB), with a total Bid Price amounting to One Million Two Hundred Forty-Nine Thousand Five Hundred Pesos Only (₱1,249,500.00) through BAC Resolution No. 21-03-017 dated 02 March 2021. Likewise, in the same resolution, the BAC Secretariat was instructed by the Committee to assist them in conducting post-qualification of the SCB;

WHEREAS, pursuant to Section 34.2, Rule X of the 2016 Revised Implementing Rules and Regulations (IRR) of RA No. 9184, the Quartz Business Products Corp. was issued a Notice by the BAC as the bidder having the Single Calculated Bid price and was required within five (5) calendar days from receipt of such Notice to submit two (2) copies of its income and business tax returns;

WHEREAS, upon submission of Quartz Business Products Corp. of its post-qualification documents, the BAC conducted post-qualification inspection of its Eligibility Documents, while the End-user Unit conducted the post-qualification of the Technical Documents;

WHEREAS, the BAC issued verification letters to the clients of Quartz Business Products Corp. with completed and ongoing contracts, as part of post-qualification process;

WHEREAS, through BAC Resolution No. 21-03-023, the BAC requested an extension for the conduct of post-qualification process;

WHEREAS, the End-user Unit and the BAC convened on 22 March 2021, 10:00 in the morning, in order to ascertain the statement, validate the documents and verification letters, submitted by Quartz Business Products Corp. and its clients;

WHEREAS, it was found that the bid offered by the Quartz Business Products Corp. was compliant with the legal, technical and financial requirements set forth by the Procuring Entity pursuant to Section 34, Rule X of the 2016 Revised IRR of RA No. 9184;

WHEREAS, Section 12 of RA No. 9184 provides that the BAC shall, among other matters, recommend the award of contracts to the HoPE or his/her duly authorized representative.

NOW, THEREFORE, for and in consideration of the foregoing, **WE**, the Members of the BAC, hereby **RECOMMEND** to the HoPE:

- 1) **DECLARE** the **QUARTZ BUSINESS PRODUCTS CORP.** as the bidder with **SINGLE CALCULATED AND RESPONSIVE BID** for the **SUPPLY AND DELIVERY OF ONE (1) LOT MANAGED PRINT SERVICES**; and
- 2) **AWARD OF CONTRACT** to **QUARTZ BUSINESS PRODUCTS CORP.** with a total contract price amounting to **ONE MILLION TWO HUNDRED FORTY-NINE THOUSAND FIVE HUNDRED PESOS ONLY (₱1,249,500.00)**.

RESOLVED, at the DOST-ASTI, Quezon City, this 22nd day of March 2021.

MAY C. CAYABAN
End-user

JAYSON C. HERNANDEZ
BAC Member

ROXANNE S. AVIÑANTE
BAC Member

HAROLD BRYAN S. PALER
BAC Member

JOHN ROBERT T. MENDOZA
BAC Member

GERWIN P. GUBA
BAC Vice Chairperson

REYNALDO JOSEPH A. CALLAO, JR.
BAC Chairperson

APPROVED DISAPPROVED:

ALVIN E. RETAMAR
Officer-in-Charge, DOST-ASTI