



01 October 2021

**ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 21-10-125**

**DECLARATION OF THE BIDDER WITH SINGLE CALCULATED AND RESPONSIVE BID AND
RECOMMENDING THE AWARD OF CONTRACT TO ACMI OFFICE SYSTEMS PHILIPPINES, INC. FOR
THE SUPPLY, DELIVERY, AND INSTALLATION OF ONE (1) LOT AIRCONDITIONING UNITS**

Purchase Request No.	:	GAA-21-08-11910
Date of Purchase Request	:	16 August 2021
Invitation to Bid No.	:	21-08-3533
Solicitation No.	:	21-08-3533
PhilGEPS Reference No.	:	7957182
Approved Budget for the Contract	:	₱4,375,205.00

WHEREAS, the Advanced Science and Technology Institute (ASTI) through General Appropriations Act for FY 2021, intends to procure the Supply, Delivery, and Installation of One (1) Lot Airconditioning Units, with a total Approved Budget for the Contract amounting to Four Million Three Hundred Seventy-Five Thousand Two Hundred Five Pesos Only (₱4,375,205.00), which was included in the Final Annual Procurement Plan (APP) 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 26 August 2021, 01:30 PM, a Pre-procurement Conference was held via videoconferencing, to determine the readiness of the procurement project;

WHEREAS, on 27 August 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 the different community quarantines implemented in the country, a Pre-bidding Conference was held via videoconferencing on 06 September 2021, 09:00 in the morning, which was attended by two (2) prospective bidders, specifically, Aequus Enterprise. and ACMI Office Systems Philippines, Inc.;

WHEREAS, on 14 September 2021, only one (1) bidder purchased Bidding Documents in the amount of Five Thousand Pesos Only (₱5,000.00) and, consequently, submitted their bids on 20 September 2021, specifically, ACMI Office Systems Philippines, Inc.;

WHEREAS, on 20 September 2021, 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	ACMI OFFICE SYSTEMS PHILIPPINES, INC.	
				UNIT AMOUNT (₱)	TOTAL AMOUNT (₱)
1	Airconditioning Units	1	Lot	3,977,500.00	3,977,500.00
TOTAL BID AMOUNT					₱3,977,500.00

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 ACMI Office Systems Philippines, Inc., as the bidder with Single Calculated Bid (SCB), with a total Bid Price amounting to Three Million Nine Hundred Seventy-Seven Thousand Five Hundred Pesos Only (₱3,977,500.00) through BAC Resolution No. 21-09-117 dated 20 September 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 IRR of RA No. 9184, the ACMI Office Systems Philippines, Inc., 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 ACMI Office Systems Philippines, Inc. 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 ACMI Office Systems Philippines, Inc., with completed and ongoing contracts, as part of post-qualification process;

WHEREAS, the End-user Unit and the BAC convened on 01 October 2021, at 10:30 in the morning, in order to ascertain the statement, as well as validate the documents and verification letters submitted by ACMI Office Systems Philippines, Inc., and its clients;

WHEREAS, it was found that the bid offered by the ACMI Office Systems Philippines, Inc. 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 **ACMI OFFICE SYSTEMS PHILIPPINES, INC.** as the bidder with **SINGLE CALCULATED AND RESPONSIVE BID** for the **SUPPLY, DELIVERY, AND INSTALLATION OF ONE (1) LOT AIRCONDITIONING UNITS**; and
- 2) **AWARD OF CONTRACT** to **ACMI OFFICE SYSTEMS PHILIPPINES, INC.** with a total contract price amounting to **THREE MILLION NINE HUNDRED SEVENTY-SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (₱3,977,500.00)**.

RESOLVED, at the DOST-ASTI, Quezon City, this 1st day of October 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

BAYANI BENJAMIN R. LARA
BAC Vice Chairperson

GERWIN P. GUBA
BAC Chairperson

APPROVED/DISAPPROVED:

FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

/bac-sec/vrs/kbr