



14 November 2023

**ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 23-11-213**

**RECOMMENDING THE AWARD OF CONTRACT TO VARIOUS SUPPLIERS FOR THE SUPPLY
AND DELIVERY OF VARIOUS OFFICE SUPPLIES (4TH QUARTER)**

Purchase Request No.	: GAA-23-10-18108
Date of Purchase Request	: 20 October 2023
Request for Quotation No.	: 23-10-4596
Solicitation No.	: 23-10-4596
PhilGEPS Reference No.	: 10260698
Approved Budget for the Contract	: ₱264,915.13

WHEREAS, the Finance and Administrative Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-23-10-18108** for **Supply and Delivery of Various Office Supplies (4th Quarter)**, which was included in the **DOST-ASTI Annual Procurement Plan for Common-use Supplies and Equipment No. 23 for Fiscal Year 2023**. The procurement opportunity is broken down into the following items:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	DATA FOLDER	48	Piece	175.00	8,400.00
2	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	47	Pack	119.00	5,593.00
3	MARKER, Permanent, Black	41	Piece	60.25	2,470.25
4	MARKER, Whiteboard, Black	27	Piece	92.00	2,484.00
5	MARKER, Whiteboard, Blue	26	Piece	93.00	2,418.00
6	PAPER, parchment	6	Box	414.00	2,484.00
7	SPECIAL BOARD PAPER	50	Pack	68.00	3,400.00
8	CLEARBOOK, A4 size	9	Piece	54.00	486.00
9	CLEARBOOK, Legal size	11	Piece	62.00	682.00
10	SIGN PEN, Extra fine tip, black	30	Piece	43.00	1,290.00
11	SIGN PEN, Extra fine tip, blue	148	Piece	42.75	6,327.00
12	SIGN PEN, Extra fine tip, red	11	Piece	43.00	473.00
13	BATTERY, dry Cell, size AA	43	Pack	88.00	3,784.00
14	BATTERY, dry Cell, size AAA	20	Pack	116.00	2,320.00
15	AIR FRESHENER	10	Can	370.00	3,700.00
16	HAND SOAP, LIQUID	11	Bottle	112.00	1,232.00
17	INK, for stamp pad	5	Bottle	87.00	435.00
18	FACE MASK	7	Box	107.00	749.00
19	PHILIPPINE NATIONAL FLAG	2	Piece	469.00	938.00
20	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	12	Piece	195.00	2,340.00
21	GLUE, all-purpose	8	Jar	114.00	912.00
22	STAPLE WIRE, standard	6	Box	66.00	396.00
23	TAPE, electrical	1	Roll	68.00	68.00
24	TAPE, MASKING	14	Roll	46.00	644.00
25	TAPE, MASKING	14	Roll	77.00	1,078.00
26	TAPE, PACKAGING	4	Roll	87.00	348.00
27	TAPE, TRANSPARENT	16	Roll	33.50	536.00
28	TAPE, TRANSPARENT	7	Roll	81.00	567.00
29	TWINE, plastic	4	Roll	110.00	440.00
30	CALCULATOR, Compact	3	Unit	434.00	1,302.00
31	CLIP, backfold, 19mm	34	Box	17.67	600.78
32	CLIP, backfold, 32mm	41	Box	34.00	1,394.00
33	CORRECTION TAPE	25	Piece	25.33	633.25

34	DATA FILE BOX	6	Piece	162.00	972.00
35	DATA FOLDER	109	Piece	167.25	18,230.25
36	DATER STAMP	4	Piece	350.00	1,400.00
37	ENVELOPE, Documentary, A4	2	Box	1,595.00	3,190.00
38	ENVELOPE, Documentary, Legal	3	Box	991.00	2,973.00
39	ENVELOPE, Expanding, Kraft	1	Box	1,809.00	1,809.00
40	ENVELOPE, expanding, plastic	8	Piece	68.00	544.00
41	ERASER, felt, for blackboard/whiteboard	1	Piece	43.00	43.00
42	FASTENER	6	Box	82.00	492.00
43	FILE TAB DIVIDER, A4	9	Set	45.00	405.00
44	FILE TAB DIVIDER, Legal	30	Set	45.25	1,357.50
45	FOLDER with tab, A4	1	Pack	573.00	573.00
46	FOLDER with tab, Legal	1	Pack	573.00	573.00
47	MAGAZINE FILE BOX, Large	1	Piece	128.00	128.00
48	MARKER, Flourescent	8	Set	78.00	624.00
49	MARKER, Permanent, Black	2	Piece	55.00	110.00
50	MARKER, Whiteboard, Black	2	Piece	61.00	122.00
51	MARKER, Whiteboard, Blue	4	Piece	76.75	307.00
52	PAPER CLIP, vinly/plastic coated, 33mm	41	Box	13.00	533.00
53	PAPER CLIP, vinly/plastic coated, 50mm	30	Box	25.67	770.10
54	PAPER TRIMMER/CUTTING MACHINE	2	Unit	900.00	1,800.00
55	PENCIL, lead/graphite, with eraser	5	Box	104.00	520.00
56	RUBBER BAND No. 18	2	Box	256.00	512.00
57	STAMP PAD, felt	6	Piece	86.00	516.00
58	SCISSORS, symmetrical or asymmetrical	12	Pair	64.00	768.00
59	STAPLER, standard type	9	Piece	243.00	2,187.00
60	STAPLE REMOVER, plier type	7	Piece	89.00	623.00
61	NOTE PAD, stick on, 50mm x 76mm	34	Pad	48.50	1,649.00
62	NOTE PAD, stick on, 76mm x 100mm	50	Pad	66.00	3,300.00
63	NOTE PAD, stick on, 76mm x 76mm	46	Pad	55.00	2,530.00
64	PAPER, MULTICOPY A4	77	Ream	300.00	23,100.00
65	PAPER, MULTIPURPOSE A4	16	Ream	277.00	4,432.00
66	RECORD BOOK, 300 pages	8	Book	158.00	1,264.00
67	RECORD BOOK, 500 pages	5	Book	174.00	870.00
68	TISSUE, INTERFOLDED PAPER TOWEL	48	Pack	95.50	4,584.00
69	TOILET TISSUE PAPER, 2 ply	91	Pack	164.00	14,924.00
70	INSECTICIDE	1	Can	516.00	516.00
71	3-Ring Binder, A4	8	Piece	221.00	1,768.00
72	BALLPEN	43	Piece	38.00	1,634.00
73	SPECIAL BOARD PAPER	2	Pack	60.00	120.00
74	CAR AIR FRESHENER	36	Piece	286.00	10,296.00
75	CAR SHAMPOO	5	Bottle	320.00	1,600.00
76	CERTIFICATE FOLDER	6	Piece	87.00	522.00
77	CERTIFICATE FRAME	5	Piece	122.00	610.00
78	CERTIFICATE FRAME	5	Piece	141.00	705.00
79	Colored Bond/Multicolor Paper	9	Ream	490.00	4,410.00
80	Colored Bond/Multicolor Paper	6	Ream	550.00	3,300.00
81	FLASH DRIVE	9	Piece	225.00	2,025.00
82	INK REFILL	2	Bottle	2,170.00	4,340.00
83	LED Light Bulbs	1	Lot	17,000.00	17,000.00
84	Plastic clip board with pen holder	2	Piece	245.00	490.00
85	Sign Here Tape Flags	90	Pack	200.00	18,000.00
86	SPECIAL BOARD PAPER	40	Pack	80.00	3,200.00
87	SPECIAL BOARD PAPER	30	Pack	71.00	2,130.00
88	SPECIAL PAPER	2	Ream	765.00	1,530.00
89	SPECIAL PAPER	2	Ream	635.00	1,270.00
90	STICKER PAPER	2	Pack	305.00	610.00
91	TIRE BLACK	11	Piece	355.00	3,905.00
92	Stackable Paper/Document Tray Organizer	7	Piece	525.00	3,675.00

93	WHEELS	2	Piece	5,500.00	11,000.00
94	WHEELS	2	Piece	5,300.00	10,600.00
TOTAL ABC (₱)					264,915.13

WHEREAS, with an Approved Budget for the Contract (ABC) amounting to **Two Hundred Sixty-Four Thousand Nine Hundred Fifteen Pesos and 13/100 Only (₱264,915.13)**, the mode of procurement is pursuant to Section 52 (b) (Shopping) of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

WHEREAS, on **26 October 2023**, the DOST-ASTI BAC, through its Secretariat, published the Request for Quotation (RFQ) and sent RFQs to five (5) suppliers of known qualifications, viz: (1) Ryrah Merchandising; (2) Sunshine Office Links; (3) 347 School Office Supplies; (4) Aldrei Trading; and (5) Jassen Harris Industries Corp.;

WHEREAS, before the lapse of the deadline for submission of quotations on **31 October 2023, 2:00 PM**, three (3) bidders submitted quotations, particularly: **(1) Jassen Harris Industries Corp.; (2) Ryrah Merchandising; and (3) Aldrei Trading;**

WHEREAS, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by **Jassen Harris Industries Corp., Ryrah Merchandising and Aldrei Trading**, it was evidenced that said prospective bidders complied with the eligibility requirements. Likewise, the DOST-ASTI BAC determined that the financial proposals submitted by **Jassen Harris Industries Corp., Ryrah Merchandising and Aldrei Trading** in the amounts of **Five Hundred Five Pesos Only (₱505.00)**, **Forty-Five Thousand Five Hundred Seventy-Seven Pesos Only (₱45,577.00)** and **Fourteen Thousand Nine Hundred Eighty-Six Pesos Only (₱14,986.00)**, inclusive of all government taxes and fees, are within the ABC and, thus, compliant with the financial requirements;

WHEREAS, the evaluation of the compliance with the technical requirements of the procurement project was done by the end-user unit, which found the offers of **Jassen Harris Industries Corp., Ryrah Merchandising and Aldrei Trading** compliant with the technical requirements;

WHEREAS, **Jassen Harris Industries Corp., Ryrah Merchandising and Aldrei Trading**, were determined to be the bidders with **Lowest Calculated Responsive Quotations;** and

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

WHEREFORE, the **DOST-ASTI BAC RESOLVES**, as it is hereby **RESOLVED**, to recommend to the **DOST-ASTI HoPE**, for his approval, the following:

- 1) To award the contract for the **SUPPLY AND DELIVERY OF ONE (1) ROLL TAPE, ELECTRICAL AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **JASSEN HARRIS INDUSTRIES CORP.** with a total bid amount of **FIVE HUNDRED FIVE PESOS ONLY (₱505.00)**, inclusive of all government taxes and fees (*see below details*); and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
23	TAPE, electrical	1	Roll	55.00	55.00
57	STAMP PAD, felt	6	Piece	75.00	450.00
TOTAL BID AMOUNT (₱)					505.00

- 2) To award the contract for the **SUPPLY AND DELIVERY OF FORTY-ONE (41) PIECES MARKER, PERMANENT, BLACK AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **RYRAH MERCHANDISING** with a total bid amount of **FORTY-FIVE THOUSAND FIVE HUNDRED SEVENTY-SEVEN PESOS ONLY (₱45,577.00)**, inclusive of all government taxes and fees (*see below details*); and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
3	MARKER, Permanent, Black	41	Piece	20.00	820.00

4	MARKER, Whiteboard, Black	27	Piece	20.00	540.00
5	MARKER, Whiteboard, Blue	26	Piece	20.00	520.00
8	CLEARBOOK, A4 size	9	Piece	46.00	414.00
9	CLEARBOOK, Legal size	11	Piece	50.00	550.00
16	HAND SOAP, LIQUID	11	Bottle	75.00	825.00
18	FACE MASK	7	Box	70.00	490.00
21	GLUE, all-purpose	8	Jar	75.00	600.00
22	STAPLE WIRE, standard	6	Box	50.00	300.00
25	TAPE, MASKING	14	Roll	60.00	840.00
26	TAPE, PACKAGING	4	Roll	65.00	260.00
28	TAPE, TRANSPARENT	7	Roll	60.00	420.00
33	CORRECTION TAPE	25	Piece	16.00	400.00
51	MARKER, Whiteboard, Blue	4	Piece	20.00	80.00
54	PAPER TRIMMER/CUTTING MACHINE	2	Unit	800.00	1,600.00
55	PENCIL, lead/graphite, with eraser	5	Box	50.00	250.00
56	RUBBER BAND No. 18	2	Box	200.00	400.00
60	STAPLE REMOVER, plier type	7	Piece	70.00	490.00
62	NOTE PAD, stick on, 76mm x 100mm	50	Pad	35.00	1,750.00
64	PAPER, MULTICOPY A4	77	Ream	250.00	19,250.00
65	PAPER, MULTIPURPOSE A4	16	Ream	240.00	3,840.00
68	TISSUE, INTERFOLDED PAPER TOWEL	48	Pack	48.00	2,304.00
70	INSECTICIDE	1	Can	344.00	344.00
74	CAR AIR FRESHENER	36	Piece	160.00	5,760.00
75	CAR SHAMPOO	5	Bottle	110.00	550.00
91	TIRE BLACK	11	Piece	180.00	1,980.00
TOTAL BID AMOUNT (₱)					45,577.00

- 3) To award the contract for the **SUPPLY AND DELIVERY OF FIFTY (50) PACKS SPECIAL BOND PAPER AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **ALDREI TRADING** with a total bid amount of **FOURTEEN THOUSAND NINE HUNDRED EIGHTY-SIX PESOS ONLY (₱14,986.00)**, inclusive of all government taxes and fees (*see below details*); and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
7	SPECIAL BOARD PAPER	50	Pack	41.00	2,050.00
27	TAPE, TRANSPARENT	16	Roll	17.00	272.00
29	TWINE, plastic	4	Roll	109.00	436.00
52	PAPER CLIP, vinly/plastic coated, 33mm	41	Box	12.00	492.00
61	NOTE PAD, stick on, 50mm x 76mm	34	Pad	26.00	884.00
63	NOTE PAD, stick on, 76mm x 76mm	46	Pad	31.00	1,426.00
85	Sign Here Tape Flags	90	Pack	72.00	6,480.00
86	SPECIAL BOARD PAPER	40	Pack	49.00	1,960.00
88	SPECIAL PAPER	2	Ream	493.00	986.00
TOTAL BID AMOUNT (₱)					14,986.00

- 4) To declare procurement failure for the following items, due to no quotations received:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	DATA FOLDER	48	Piece	175.00	8,400.00
2	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	47	Pack	119.00	5,593.00

6	PAPER, parchment	6	Box	414.00	2,484.00
10	SIGN PEN, Extra fine tip, black	30	Piece	43.00	1,290.00
11	SIGN PEN, Extra fine tip, blue	148	Piece	42.75	6,327.00
12	SIGN PEN, Extra fine tip, red	11	Piece	43.00	473.00
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24	TAPE, MASKING	14	Roll	46.00	644.00
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40	ENVELOPE, expanding, plastic	8	Piece	68.00	544.00
41	ERASER, felt, for blackboard/whiteboard	1	Piece	43.00	43.00
42	FASTENER	6	Box	82.00	492.00
43	FILE TAB DIVIDER, A4	9	Set	45.00	405.00
44	FILE TAB DIVIDER, Legal	30	Set	45.25	1,357.50
45	FOLDER with tab, A4	1	Pack	573.00	573.00
46	FOLDER with tab, Legal	1	Pack	573.00	573.00
47	MAGAZINE FILE BOX, Large	1	Piece	128.00	128.00
48	MARKER, Fluorescent	8	Set	78.00	624.00
49	MARKER, Permanent, Black	2	Piece	55.00	110.00
50	MARKER, Whiteboard, Black	2	Piece	61.00	122.00
54	PAPER TRIMMER/CUTTING MACHINE	2	Unit	900.00	1,800.00
55	PENCIL, lead/graphite, with eraser	5	Box	104.00	520.00
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66	RECORD BOOK, 300 pages	8	Book	158.00	1,264.00
67	RECORD BOOK, 500 pages	5	Book	174.00	870.00
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73	SPECIAL BOARD PAPER	2	Pack	60.00	120.00
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77	CERTIFICATE FRAME	5	Piece	122.00	610.00
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80	Colored Bond/Multicolor Paper	6	Ream	550.00	3,300.00
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82	INK REFILL	2	Bottle	2,170.00	4,340.00
83	LED Light Bulbs	1	Lot	17,000.00	17,000.00
84	Plastic clip board with pen holder	2	Piece	245.00	490.00

87	SPECIAL BOARD PAPER	30	Pack	71.00	2,130.00
89	SPECIAL PAPER	2	Ream	635.00	1,270.00
90	STICKER PAPER	2	Pack	305.00	610.00
92	Stackable Paper/Document Tray Organizer	7	Piece	525.00	3,675.00
93	WHEELS	2	Piece	5,500.00	11,000.00
94	WHEELS	2	Piece	5,300.00	10,600.00
TOTAL ABC (P)					164,624.53

Done in Quezon City, Philippines, this 14th day of November 2023.

ma.cayaban Digitally signed
by Cayaban
May Celicious
MAY C. CAYABAN
End-user

fler Digitally signed
by De Leon
Ronith Ann
Magaling

nycastaneda Digitally signed by
Juvy Castañeda
NARCISA JUVILYN C. CASTAÑEDA
BAC Member

Bryan Digitally signed
by Harold
Bryan Paler
HAROLD BRYAN S. PALER
BAC Member

Meryl R. L. Algodon Digitally signed by
Meryl Regine Algodon
MERYL REGINE L. ALGODON, Ph.D.
BAC Member

Philip A. Martinez Digitally
signed by
Martinez
Philip Abela
PHILIP A. MARTINEZ
BAC Member

Jeffrey A. Aborot Digitally signed
by Aborot
Jeffrey
JEFFREY A. ABOROT
BAC Vice Chairperson

Bayani Benjamin R. Lara Digitally signed
by Bayani
Benjamin R. Lara
BAYANI BENJAMIN R. LARA
BAC Chairperson

APPROVED/DISAPPROVED:
Franz A. De Leon Digitally signed by
De Leon Franz
Asunta
FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI