



18 December 2023

ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 23-12-256

RECOMMENDING THE AWARD OF CONTRACT TO VARIOUS SUPPLIERS FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 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.	: 10356940
Approved Budget for the Contract	: ₱164,624.53

WHEREAS, the Finance and Administrative Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-23-10-18108** for the **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	PAPER, parchment	6	Box	414.00	2,484.00
4	SIGN PEN, Extra fine tip, black	30	Piece	43.00	1,290.00
5	SIGN PEN, Extra fine tip, blue	148	Piece	42.75	6,327.00
6	SIGN PEN, Extra fine tip, red	11	Piece	43.00	473.00
7	BATTERY, dry Cell, size AA	43	Pack	88.00	3,784.00
8	BATTERY, dry Cell, size AAA	20	Pack	116.00	2,320.00
9	Air Freshener	10	Can	370.00	3,700.00
10	INK, for stamp pad	5	Bottle	87.00	435.00
11	Philippine National Flag	2	Piece	469.00	938.00
12	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	12	Piece	195.00	2,340.00
13	TAPE, Masking	14	Roll	46.00	644.00
14	CALCULATOR, Compact	3	Unit	434.00	1,302.00
15	CLIP, backfold, 19mm	34	Box	17.67	600.78
16	CLIP, backfold, 32mm	41	Box	34.00	1,394.00
17	DATA FILE BOX	6	Piece	162.00	972.00
18	DATA FOLDER	109	Piece	167.25	18,230.25
19	DATER STAMP	4	Piece	350.00	1,400.00
20	ENVELOPE, Documentary, A4	2	Box	1,595.00	3,190.00
21	ENVELOPE, Documentary, Legal	3	Box	991.00	2,973.00
22	ENVELOPE, Expanding, Kraft	1	Box	1,809.00	1,809.00
23	ENVELOPE, expanding, plastic	8	Piece	68.00	544.00
24	ERASER, felt, for blackboard/whiteboard	1	Piece	43.00	43.00
25	FASTENER	6	Box	82.00	492.00
26	FILE TAB DIVIDER, A4	9	Set	45.00	405.00
27	FILE TAB DIVIDER, Legal	30	Set	45.25	1,357.50
28	FOLDER with tab, A4	1	Pack	573.00	573.00
29	FOLDER with tab, Legal	1	Pack	573.00	573.00
30	MAGAZINE FILE BOX, Large	1	Piece	128.00	128.00
31	MARKER, Flourescent	8	Set	78.00	624.00
32	MARKER, Permanent, Black	2	Piece	55.00	110.00
33	MARKER, Whiteboard, Black	2	Piece	61.00	122.00

34	PAPER TRIMMER/CUTTING MACHINE	2	Unit	900.00	1,800.00
35	PENCIL, lead/graphite, with eraser	5	Box	104.00	520.00
36	RUBBER BAND No. 18	2	Box	256.00	512.00
37	SCISSORS, symmetrical or asymmetrical	12	Pair	64.00	768.00
38	STAPLER, standard type	9	Piece	243.00	2,187.00
39	RECORD BOOK, 300 pages	8	Book	158.00	1,264.00
40	RECORD BOOK, 500 pages	5	Book	174.00	870.00
41	TOILET TISSUE PAPER, 2 ply	91	Pack	164.00	14,924.00
42	3-Ring Binder, A4	8	Piece	221.00	1,768.00
43	BALLPEN	43	Piece	38.00	1,634.00
44	SPECIAL BOARD PAPER	2	Pack	60.00	120.00
45	CERTIFICATE FOLDER	6	Piece	87.00	522.00
46	CERTIFICATE FRAME	5	Piece	122.00	610.00
47	CERTIFICATE FRAME	5	Piece	141.00	705.00
48	Colored Bond/Multicolor Paper	9	Ream	490.00	4,410.00
49	Colored Bond/Multicolor Paper	6	Ream	550.00	3,300.00
50	FLASH DRIVE	9	Piece	225.00	2,025.00
51	INK REFILL	2	Bottle	2,170.00	4,340.00
52	LED Light Bulbs	1	Lot	17,000.00	17,000.00
53	Plastic clip board with pen holder	2	Piece	245.00	490.00
54	SPECIAL BOARD PAPER	30	Pack	71.00	2,130.00
55	SPECIAL PAPER	2	Ream	635.00	1,270.00
56	STICKER PAPER	2	Pack	305.00	610.00
57	Stackable Paper/Document Tray Organizer	7	Piece	525.00	3,675.00
58	WHEELS	2	Piece	5,500.00	11,000.00
59	WHEELS	2	Piece	5,300.00	10,600.00
TOTAL ABC (P)					164,624.53

WHEREAS, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Sixty-Four Thousand Six Hundred Twenty-Four Pesos & 53/100 Only (P164,624.53)**, 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 **24 November 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) Propen Trading; (2) ROSHQ Trading; (3) Aldrei Enterprises; (4) 347 School Office Supplies, Inc.; and (5) Ban Bee Commercial Co. Inc.;

WHEREAS, before the lapse of the deadline for submission of quotations on **28 November 2023, 2:00 PM**, three (3) bidders submitted quotations, particularly: **(1) Ryrah Merchandising; (2) Halden General Merchandise; and (3) Ban Bee Commercial Co., Inc.;**

WHEREAS, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by **Ryrah Merchandising, Halden General Merchandise, and Ban Bee Commercial Co., Inc.** it was evidenced that the said prospective bidders complied with the eligibility requirements. Likewise, the DOST-ASTI BAC determined that the financial proposals submitted by **Ryrah Merchandising, Halden General Merchandise, and Ban Bee Commercial Co., Inc.** in the amounts of **Sixteen Thousand Four Hundred Fifty Pesos Only (P16,450.00), Thirty-Eight Thousand Five Hundred Thirty-Three Pesos Only (P38,533.00) and Four Thousand Eight Hundred Twenty-Eight Pesos Only (4,828.00)**, 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 **Ryrah Merchandising, Halden General Merchandise, and Ban Bee Commercial Co., Inc.** compliant with the technical requirements;

WHEREAS, **Ryrah Merchandising, Halden General Merchandise, and Ban Bee Commercial Co., Inc.** 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 TWENTY (20) PACKS BATTERY, DRY CELL, SIZE AAA AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **RYRAH MERCHANDISING** with a total bid amount of **SIXTEEN THOUSAND FOUR HUNDRED FIFTY PESOS ONLY (₱16,450.00)**, inclusive of all government taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
8	BATTERY, dry Cell, size AAA	20	Pack	60.00	1,200.00
9	Air Freshener	10	Can	120.00	1,200.00
10	INK, for stamp pad	5	Bottle	40.00	200.00
13	TAPE, Masking	14	Roll	45.00	630.00
31	MARKER, Fluorescent	8	Set	55.00	440.00
32	MARKER, Permanent, Black	2	Piece	15.00	30.00
33	MARKER, Whiteboard, Black	2	Piece	15.00	30.00
38	STAPLER, standard type	9	Piece	150.00	1,350.00
41	TOILET TISSUE PAPER, 2 ply	91	Pack	110.00	10,010.00
45	CERTIFICATE FOLDER	6	Piece	45.00	360.00
55	SPECIAL PAPER	2	Ream	500.00	1,000.00
TOTAL BID AMOUNT (₱)					16,450.00

- 2) To award the contract for the **SUPPLY AND DELIVERY OF FORTY-EIGHT (48) PIECES DATA FOLDER AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **HALDEN GENERAL MERCHANDISE** with a total bid amount of **THIRTY-EIGHT THOUSAND FIVE HUNDRED THIRTY-THREE PESOS ONLY (₱38,533.00)**, inclusive of all government taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	Data Folder	48	Piece	105.00	5,040.00
2	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	47	Pack	50.00	2,350.00
4	SIGN PEN, Extra fine tip, black	30	Piece	25.00	750.00
5	SIGN PEN, Extra fine tip, blue	148	Piece	25.00	3,700.00
6	SIGN PEN, Extra fine tip, red	11	Piece	25.00	275.00
7	BATTERY, dry Cell, size AA	43	Pack	50.00	2,150.00
15	CLIP, backfold, 19mm	34	Box	17.00	578.00
16	CLIP, backfold, 32mm	41	Box	30.00	1,230.00
18	DATA FOLDER	109	Piece	105.00	11,445.00
25	FASTENER	6	Box	60.00	360.00
30	MAGAZINE FILE BOX, Large	1	Piece	105.00	105.00
37	SCISSORS, symmetrical or asymmetrical	12	Pair	40.00	480.00
44	SPECIAL BOARD PAPER	2	Pack	40.00	80.00
48	Colored Bond/Multicolor Paper	9	Ream	450.00	4,050.00
49	Colored Bond/Multicolor Paper	6	Ream	450.00	2,700.00
50	FLASH DRIVE	9	Piece	200.00	1,800.00
54	SPECIAL BOARD PAPER	30	Pack	45.00	1,350.00
56	STICKER PAPER	2	Pack	45.00	90.00
TOTAL BID AMOUNT (₱)					38,533.00

- 3) To award the contract for the **SUPPLY AND DELIVERY OF SIX (6) BOXES PAPER, PARCHMENT AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **BAN BEE COMMERCIAL CO. INC.** with a total bid amount of **FOUR THOUSAND EIGHT HUNDRED TWENTY-EIGHT PESOS ONLY (₱4,828.00)**, inclusive of all government taxes and fees; and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
3	PAPER, parchment	6	Box	300.00	1,800.00
17	DATA FILE BOX	6	Piece	125.00	750.00
22	ENVELOPE, Expanding, Kraft	1	Box	1,300.00	1,300.00
27	FILE TAB DIVIDER, Legal	30	Set	24.00	720.00
43	BALLPEN	43	Piece	6.00	258.00
TOTAL BID AMOUNT (₱)					4,828.00

- 4) To declare procurement failure for the following items, due to insufficient quotations received:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
11	Philippine National Flag	2	Piece	469.00	938.00

12	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	12	Piece	195.00	2,340.00
14	CALCULATOR, Compact	3	Unit	434.00	1,302.00
19	DATER STAMP	4	Piece	350.00	1,400.00
20	ENVELOPE, Documentary, A4	2	Box	1,595.00	3,190.00
21	ENVELOPE, Documentary, Legal	3	Box	991.00	2,973.00
23	ENVELOPE, expanding, plastic	8	Piece	68.00	544.00
24	ERASER, felt, for blackboard/whiteboard	1	Piece	43.00	43.00
26	FILE TAB DIVIDER, A4	9	Set	45.00	405.00
28	FOLDER with tab, A4	1	Pack	573.00	573.00
29	FOLDER with tab, Legal	1	Pack	573.00	573.00
39	RECORD BOOK, 300 pages	8	Book	158.00	1,264.00
40	RECORD BOOK, 500 pages	5	Book	174.00	870.00
42	3-Ring Binder, A4	8	Piece	221.00	1,768.00
46	CERTIFICATE FRAME	5	Piece	122.00	610.00
47	CERTIFICATE FRAME	5	Piece	141.00	705.00
51	INK REFILL	2	Bottle	2,170.00	4,340.00
52	LED Light Bulbs	1	Lot	17,000.00	17,000.00
53	Plastic clip board with pen holder	2	Piece	245.00	490.00
57	Stackable Paper/Document Tray Organizer	7	Piece	525.00	3,675.00
58	WHEELS	2	Piece	5,500.00	11,000.00
59	WHEELS	2	Piece	5,300.00	10,600.00
TOTAL ABC (P)					66,603.00

Done in Quezon City, Philippines, this 18th day of December 2023.

MAY C. CAYABAN
End-user

NARCISA JUVILYN C. CASTAÑEDA
BAC Member

HAROLD BRYAN S. PALER
BAC Member

MERYL REGINE L. ALGODON, Ph.D.
BAC Member

PHILIP A. MARTINEZ
BAC Member

JEFFREY A. ABOROT
BAC Vice Chairperson

BAYANI BENJAMIN R. LARA
BAC Chairperson

APPROVED/DISAPPROVED:

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

/bac-sec/sdda/vvvv