



12 December 2023

ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 23-12-251

**DECLARATION OF THE BIDDER WITH THE LOWEST CALCULATED RESPONSIVE BID
AND RECOMMENDING AWARD OF CONTRACT FOR THE PROVISION OF
MANAGED PRINT SERVICES FOR DOST-ASTI FOR CY 2024 (EARLY PROCUREMENT ACTIVITY)**

Purchase Request No. : **GAA-23-09-17665**

Date of Purchase Request : **19 September 2023**

Invitation to Bid No. : **23-10-4583**

Solicitation No. : **23-10-4583**

PhilGEPS Reference No. : **10267603**

Approved Budget for the Contract : **₱2,000,000.00**

WHEREAS, the **Indicative Annual Procurement Plan (APP) Fiscal Year 2024** of the Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) includes a procurement project titled, **Provision of Managed Print Services for DOST-ASTI for CY 2024** to be procured through public bidding, with a total Approved Budget for the Contract amounting to **Two Million Pesos Only (₱2,000,000.00)**, inclusive of all government taxes, other fees and charges;

WHEREAS, said item is one of the Early Procurement Activities (EPAs) of DOST-ASTI. EPA is the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the BAC to the Head of Procuring Entity (HoPE) as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of the respective funding sources;

WHEREAS, Section 7.6 of the 2016 revised IRR of RA No. 9184 states that “to facilitate the immediate implementation of procurement of Goods, Infrastructure Projects or Consulting Services, even pending approval of the General Appropriations Act (GAA), corporate budget or appropriations ordinance, as the case may be, and notwithstanding Section 7.2 hereof, the procuring entity (PE) may undertake the procurement activities short of award. xxx No award of contract shall be made until the GAA, corporate budget or appropriations ordinance, as the case may be, has been approved or enacted”;

WHEREAS, Section 10, Article IV of RA No. 91842 provides that all procurement shall be done through Competitive Bidding, except as provided for in Article XVI thereof;

WHEREAS, the DOST-ASTI Bids and Awards Committee (BAC) received **Purchase Request No. GAA-23-09-17665** dated **19 September 2023** together with their respective market study;

WHEREAS, on **23 October 2023, 09:00 AM**, a **Pre-procurement Conference** was held online via Microsoft Teams Application with the DOST-ASTI BAC, DOST-ASTI BAC Secretariat, and end-user representatives in attendance, to determine the readiness of the procurement project;

WHEREAS, on **31 October 2023**, the Invitation to Bid and the DOST-ASTI Philippine Bidding Documents (PBD) for subject procurement were published on the websites of the Philippine Government Electronic Procurement System and DOST-ASTI, as well as in latter’s conspicuous place reserved for the purpose, consistent with Section 21, Rule VII of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

WHEREAS, on **07 November 2023, 9:00 AM**, a **Pre-bidding Conference** for said procurement was conducted by the DOST-ASTI BAC through videoconferencing via MS Teams, which was opened to prospective bidders, in compliance with Section 22.1, Rule VII of the 2016 revised IRR of RA No. 9184;

WHEREAS, as a result of the discussion and clarifications made during the Pre-bidding Conference, the DOST-ASTI BAC issued **Supplemental Bid Bulletin No. BAC-2023-11-015** on **13 November 2023**

amending Section VII. Technical Specifications, specifically the Terms of Reference included in the DOST-ASTI PBD;

WHEREAS, two (2) prospective bidders purchased and submitted PBDs prior to the deadline of submission on **20 November 2023, 09:00 AM**, particularly **(1) Delsan Office Systems Corporation** and **(2) Quartz Business Products Corp.**;

WHEREAS, during the scheduled **Opening of Bids** for subject procurement on **20 November 2023, 09:30 AM**, the DOST-ASTI BAC opened the bid **(1) Delsan Office Systems Corporation** and **(2) Quartz Business Products Corp.** in public and in the presence of the bidder’s representative to determine the bidder’s compliance with the eligibility, technical, and financial requirements specified in the PBD. Said Opening of Bids was conducted by the DOST-ASTI BAC through a blended meeting arrangement;

WHEREAS, during the preliminary examination of bids, the DOST-ASTI BAC examined the submitted documents of the bidders versus a checklist to ascertain if the required documents were all submitted, using a non-discretionary “pass or fail” criterion;

WHEREAS, during the Opening of Bids, **Delsan Office Systems Corporation** and **Quartz Business Products Corp.** were declared “**eligible**” for having submitted complete eligibility and technical requirements. Consequently, its financial envelope was opened which revealed its bid amounting to as outlined, inclusive of all government taxes and other fees and charges;

ITEM NO.	DESCRIPTION	ABC (₱)	BID AMOUNT (₱)	
			DELSAN OFFICE SYSTEMS CORP.	QUARTZ BUSINESS PRODUCTS, CORP.
1	Provision of Managed Print Services for CY 2024	2,000,000.00	₱1,485,000.00	₱1,238,000.00
TOTAL BID AMOUNT (₱)			₱1,485,000.00	₱1,238,000.00

WHEREAS, the bids submitted by **Delsan Office Systems Corporation** and **Quartz Business Products Corp.** having passed the requirements, were subjected to detailed bid evaluation pursuant to Section 32 of the 2016 revised IRR of RA No. 9184 and was found to be complete and substantially complying, and was ranked as follows:

NAME OF BIDDER	Bid Price as Read	Bid Price as Calculated	RANKING
Quartz Business Products Corp.	₱1,238,000.00	₱1,238,000.00	Lowest Calculated Bid (LCB)
Delsan Office Systems Corp.	₱1,485,000.00	₱1,485,000.00	2 nd LCB

WHEREAS, after verification, validation, and ascertainment of all statements made and documents submitted by **Quartz Business Products Corp.** the DOST-ASTI BAC determined that the submission of said bidder passed all the criteria for post-qualification.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE FOREGOING, the members of the DOST-ASTI BAC hereby resolve the following:

- (1) To declare the bid of **Quartz Business Products Corp.**, for the procurement project titled, **Provision of Managed Print Services for DOST-ASTI for CY 2024 (Early Procurement Activity)** as the **Lowest Calculated Responsive Bid**, with a total contract price amounting to **One Million Two Hundred Thirty-Eight Thousand Pesos Only (₱1,238,000.00)**;
- (2) To recommend to the **DOST-ASTI Director**, as the HoPE, that the contract be awarded to **Quartz Business Products Corp.** in the above-mentioned amount, in accordance with Section 37.1.1 of the 2016 revised IRR of RA No. 9184 once the GAA for 2024 is approved and the indicative APP for 2024 is revised and finalized to become the actual 2024 APP of the DOST-ASTI; and
- (3) To notify all other bidders, in writing, of the DOST-ASTI BAC’s recommendation within three (3) calendar days from the issuance of the resolution recommending the award of the contract, pursuant to Section 37.1.1 of the 2016 revised IRR of RA No. 9184.

RESOLVED, at the DOST-ASTI, Quezon City, this 12th day of December 2023.

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by Cayaban
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MAY C. CAYABAN

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MD Digitally signed by Gilla
Mary Drot Dee Quijano

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

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