



19 April

ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 24-04-056

RECOMMENDING THE AWARD OF CONTRACT TO VARIOUS SUPPLIERS FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR ALAM-LSI PROJECT

Purchase Request No.	: ALAM-24-03-18945
Date of Purchase Request	: 26 March 2024
Request for Quotation No.	: 24-04-4737
Solicitation No.	: 24-04-4737
PhilGEPS Reference No.	: 10719636
Approved Budget for the Contract	: ₱64,300.00

WHEREAS, the Computer Software Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. ALAM-24-03-18945** for the **Supply and Delivery of Various Office Supplies for ALAM-LSI Project**, which was included in the **DOST-ASTI Annual Procurement Plan for Common-use Supplies and Equipment No. 01 for Fiscal Year 2024**. The procurement opportunity is broken down into the following items:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	PAPER, MULTI-PURPOSE, A4	50	Ream	200.00	10,000.00
2	PAPER, MULTI-PURPOSE, 70gsm (min.), LEGAL	50	Ream	220.00	11,000.00
3	BATTERY, DRY CELL, AAA, PER PACK	20	Pack	140.00	2,800.00
4	BATTERY, DRY CELL, SIZE AA, PER PACK	20	Pack	140.00	2,800.00
5	CLIP, BACKFOLD, 25MM, PER BOX	20	Pack	25.00	500.00
6	CLIP, BACKFOLD, 32MM, PER BOX	20	Pack	25.00	500.00
7	ENVELOPE, Mailing	1	Pack	600.00	600.00
8	ERASER, Felt, Blackboard/Whiteboard	5	Pc	25.00	125.00
9	FOLDER WITH TAB, LEGAL SIZE, 100 pcs	1	Pack	525.00	525.00
10.	GLUE, ALL PURPOSE, JAR	5	Jar	55.00	275.00
11	NOTE PAD, STICK ON, 50mm x 76mm (2" x 3") min	50	Pack	20.00	1,000.00
12	PAPER CLIP, VINYL/PLASTIC COATED, 33mm, box	20	Box	15.00	300.00
13	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO, 50mm, box	20	Box	25.00	500.00
14	SIGN PEN, EXTRA FINE TIP, BLACK	200	Pc	35.00	7,000.00
15	SIGN PEN, EXTRA FINE TIP, BLUE	200	Pc	35.00	7,000.00
16	STAPLE REMOVER, PLIER TYPE	10	Pc	65.00	650.00
17	TAPE DISPENSER, TABLE TOP	5	Pc	125.00	625.00
18	TAPE, ELECTRICAL	30	Pc	40.00	1,200.00
19	TAPE, MASKING, 48mm	50	Pc	85.00	4,250.00
20	TAPE, PACKAGING, 48mm	50	Pc	35.00	1,750.00
21	TAPE, TRANSPARENT, 48mm	50	Pc	35.00	1,750.00
22	TAPE, TRANSPARENT, 24mm	50	Pc	20.00	1,000.00
23	TAPE, DUCT, 48mm	20	Pc	200.00	4,000.00
24	TRASHBAG, XXL SIZE, 10 pcs per pack	30	Pack	110.00	3,300.00

25	TWINE, PLASTIC	10	Pc	85.00	850.00
TOTAL ABC (P)					64,300.00

WHEREAS, with an Approved Budget for the Contract (ABC) amounting to **Sixty-Four Thousand Three Hundred Pesos Only (P64,300.00)**, 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 **11 April 2024**, the DOST-ASTI BAC, through its Secretariat, published the Request for Quotation (RFQ) and sent RFQs to four (4) suppliers of known qualifications, viz: (1) *Zab Enterprise Inc.*; (2) *ECV Office Supplies Warehouse Inc.*; (3) *Davao Mark Enterprise Inc.*; and (4) *Star Bright Office Depot, Inc.*;

WHEREAS, before the lapse of the deadline for submission of quotations on **16 April 2024, 2:00 PM**, three (3) bidders submitted quotations, particularly: (1) *Zab Enterprises, Inc.*; (2) *ECV Office Supplies Warehouse Inc.*; and (3) *Starbright Office Depot, Inc.*;

WHEREAS, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by **Starbright Office Depot, Inc.**, and **ECV Office Supplies Warehouse 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 **Starbright Office Depot, Inc.**, and **ECV Office Supplies Warehouse Inc.** in the amounts of **Twenty-Two Thousand Eight Hundred Fifty-Eight Pesos Only (P22,858.00)**, and **Seven Thousand One Hundred Ninety Pesos Only (P7,190.00)**, 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 **Starbright Office Depot, Inc.**, and **ECV Office Supplies Warehouse Inc.** compliant with the technical requirements;

WHEREAS, **Starbright Office Depot, Inc.**, and **ECV Office Supplies Warehouse 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 FIFTY (50) REAMS PAPER, MULTI-PURPOSE, A4 AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **STARBRIGHT OFFICE DEPOT, INC.** with a total bid amount of **TWENTY-TWO THOUSAND EIGHT HUNDRED FIFTY-EIGHT PESOS ONLY (P22,858.00)**, inclusive of all government taxes and fees (*see below details*);

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (P)	TOTAL PRICE (P)
1	PAPER, MULTI-PURPOSE, A4	50	Ream	167.00	8,350.00
2	PAPER, MULTI-PURPOSE, 70GSM (MIN.), LEGAL	50	Ream	191.00	9,550.00
5	CLIP, BACKFOLD, 25MM, PER BOX	20	Pack	18.00	360.00
7	ENVELOPE, MAILING	1	Pack	568.00	568.00
12	PAPER CLIP, VINYL/PLASTIC COATED, 33MM, BOX	20	Box	11.50	230.00
16	STAPLE REMOVER, PLIER TYPE	10	Pc	55.00	550.00
20	TAPE, PACKAGING, 48MM	50	Pc	25.00	1,250.00
21	TAPE, TRANSPARENT, 48MM	50	Pc	25.00	1,250.00
25	TWINE, PLASTIC	10	Pc	75.00	750.00
TOTAL BID AMOUNT (P)					22,858.00

- 2) To award the contract for the **SUPPLY AND DELIVERY OF FIVE (5) PIECES ERASER, FELT, BLACKBOARD/WHITEBOARD AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **ECV OFFICE SUPPLIES WAREHOUSE INC.** with a total bid amount of **SEVEN THOUSAND ONE HUNDRED NINETY PESOS ONLY (P7,190.00)**, inclusive of all government taxes and fees (*see below details*); and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (P)	TOTAL PRICE (P)
8	ERASER, FELT, BLACKBOARD/WHITEBOARD	5	Pc	20.00	100.00


13	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO, 50MM, BOX	20	Box	22.00	440.00
14	SIGN PEN, EXTRA FINE TIP, BLACK	200	Pc	15.00	3,000.00
15	SIGN PEN, EXTRA FINE TIP, BLUE	200	Pc	15.00	3,000.00
22	TAPE, TRANSPARENT, 24MM	50	Pc	13.00	650.00
TOTAL BID AMOUNT (P)					7,190.00

- 3) To declare procurement failure for the following items, due to insufficient quotations received, offers did not meet specifications, and offers exceeded the ABC:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (P)	TOTAL PRICE (P)
3	BATTERY, DRY CELL, AAA, PER PACK	20	Pack	140.00	2,800.00
4	BATTERY, DRY CELL, SIZE AA, PER PACK	20	Pack	140.00	2,800.00
6	CLIP, BACKFOLD, 32MM, PER BOX	20	Pack	25.00	500.00
9	FOLDER WITH TAB, LEGAL SIZE, 100 pcs	1	Pack	525.00	525.00
10	GLUE, ALL PURPOSE, JAR	5	Jar	55.00	275.00
11	NOTE PAD, STICK ON, 50mm x 76mm (2" x 3") min	50	Pack	20.00	1,000.00
17	TAPE DISPENSER, TABLE TOP	5	Pc	125.00	625.00
18	TAPE, ELECTRICAL	30	Pc	40.00	1,200.00
19	TAPE, MASKING, 48mm	50	Pc	85.00	4,250.00
23	TAPE, DUCT, 48mm	20	Pc	200.00	4,000.00
24	TRASHBAG, XXL SIZE, 10 pcs per pack	30	Pack	110.00	3,300.00
TOTAL ABC (P)					21,275.00

Done in Quezon City, Philippines, this 19th day of April 2024.

JOANNA G. SYJUCO

 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/reg/vvvv