



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY  
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



29 April 2024

**ASTI – BIDS AND AWARDS COMMITTEE  
BAC Resolution No. 24-04-067**

**RECOMMENDING THE AWARD OF CONTRACT TO VARIOUS SUPPLIERS FOR THE SUPPLY AND DELIVERY OF VARIOUS COMMON-USE SUPPLIES (2ND QUARTER)**

Purchase Request No.	: GAA-24-04-19062
Date of Purchase Request	: 12 April 2024
Request for Quotation No.	: 24-04-4765
Solicitation No.	: 24-04-4765
PhilGEPS Reference No.	: 10763018
Approved Budget for the Contract	: ₱121,235.00

**WHEREAS**, the Finance and Administrative Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-24-04-19062** for the **Supply and Delivery of Various Common-use Supplies (2nd Quarter)**, which was included in the **DOST-ASTI Final and Approved Annual Procurement Plan for Common-use Supplies and Equipment for Fiscal Year 2024**. The procurement opportunity is broken down into the following items:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	ALCOHOL, Ethyl	100	btl	100.00	10,000.00
2	SIGN PEN, Extra fine tip, blue	150	pc	40.00	6,000.00
3	SIGN PEN, Extra fine tip, red	15	pc	28.00	420.00
4	BATTERY, dry cell, size AA	72	pack	40.00	2,880.00
5	HAND SOAP, LIQUID	9	btl	130.00	1,170.00
6	INK, for stamp pad	5	btl	30.00	150.00
7	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 WATTS	13	pc	200.00	2,600.00
8	TAPE, masking	25	roll	45.00	1,125.00
9	TAPE, masking	14	roll	85.00	1,190.00
10	CLIP, backfold, 19mm	16	box	20.00	320.00
11	CLIP, backfold, 25mm	10	box	25.00	250.00
12	DATA FOLDER	49	pc	150.00	7,350.00
13	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	11	box	30.00	330.00
14	STAMP PAD, felt	5	pc	60.00	300.00
15	STAPLE REMOVER, plier type	5	pc	70.00	350.00
16	PAPER, MULTICOPY A4	95	ream	250.00	23,750.00
17	PAPER, MULTICOPY Legal	50	ream	300.00	15,000.00
18	PAPER, MULTIPURPOSE A4	21	ream	250.00	5,250.00
19	TOILET TISSUE PAPER, 2 ply	113	pack	150.00	16,950.00
20	INSECTICIDE	2	can	500.00	1,000.00
21	BALLPEN	50	pc	30.00	1,500.00
22	STICKER PAPER	10	pack	75.00	750.00
23	CAR AIR FRESHENER	35	pc	300.00	10,500.00
24	Colored Bond/Multicolor Paper	9	ream	550.00	4,950.00
25	Sign Here Tape Flags	30	pack	150.00	4,500.00
26	SPECIAL BOARD PAPER	20	pack	50.00	1,000.00
27	SPECIAL PAPER	3	ream	550.00	1,650.00
<b>TOTAL ABC (₱)</b>					<b>121,235.00</b>

**WHEREAS**, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Twenty-One Thousand Two Hundred Thirty-Five Pesos Only (₱121,235.00)**, 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 **18 April 2024**, 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) Jassen Harris Industries

Corp.; (2) 347 School Office Supplies, Inc.; (3) Aldrei Trading; (4) Zab Enterprise Inc.; and (5) Halden General Merchandise;

**WHEREAS**, before the lapse of the deadline for submission of quotations on **22 April 2024, 2:00 PM**, six (6) bidders submitted quotations, particularly: **(1) 347 School Office Supplies Inc.; (2) Jassen Harris Industries Corp.; (3) Zab Enterprises, Inc.; (4) ROSHQ Trading; (5) Aldrei Trading; and (6) Halden General Merchandise;**

**WHEREAS**, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by **347 School Office Supplies Inc., Zab Enterprises, Inc., ROSHQ Trading, and Halden General Merchandise** 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 **347 School Office Supplies Inc., Zab Enterprises, Inc., ROSHQ Trading, and Halden General Merchandise** in the amounts of **One Thousand Six Hundred Fifty-Two Pesos Only (₱1,652.00), Forty-Five Thousand Three Hundred Eleven Pesos & 25/100 Only (₱45,311.25), Thirty-One Thousand Eight Hundred Fifty-Eight Pesos & 80/100 Only (₱31,858.80), and Ten Thousand Four Hundred Forty-Five Pesos Only (₱10,445.00)** respectively, 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 **347 School Office Supplies Inc., Zab Enterprises, Inc., ROSHQ Trading, and Halden General Merchandise** compliant with the technical requirements;

**WHEREAS**, **347 School Office Supplies Inc., Zab Enterprises, Inc., ROSHQ Trading, and Halden General Merchandise** 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-FIVE (25) ROLLS TAPE, MASKING AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **347 SCHOOL OFFICE SUPPLIES INC.** with a total bid amount of **ONE THOUSAND SIX HUNDRED FIFTY-TWO PESOS ONLY (₱1,652.00)**, inclusive of all government taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
8	TAPE, MASKING	25	roll	28.00	700.00
9	TAPE, MASKING	14	roll	68.00	952.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>1,652.00</b>

- 2) To award the contract for the **SUPPLY AND DELIVERY OF ONE HUNDRED FIFTY (150) PIECES SIGN PEN, EXTRA FINE TIP, BLUE AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **ZAB ENTERPRISES, INC.** with a total bid amount of **FORTY-FIVE THOUSAND THREE HUNDRED ELEVEN PESOS & 25/100 ONLY (₱45,311.25)**, inclusive of all government taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
2	SIGN PEN, Extra fine tip, blue	150	pc	16.00	2,400.00
3	SIGN PEN, Extra fine tip, red	15	pc	16.00	240.00
6	INK, for stamp pad	5	btl	18.25	91.25
14	STAMP PAD, felt	5	pc	38.00	190.00
16	PAPER, MULTICOPY A4	95	ream	215.00	20,425.00
17	PAPER, MULTICOPY Legal	50	ream	236.00	11,800.00
18	PAPER, MULTIPURPOSE A4	21	ream	185.00	3,885.00
23	CAR AIR FRESHENER	35	pc	160.00	5,600.00
26	SPECIAL BOARD PAPER	20	pack	34.00	680.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>45,311.25</b>

- 3) To award the contract for the **SUPPLY AND DELIVERY OF SEVENTY-TWO (72) PACKS BATTERY, DRY CELL, SIZE AA AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **ROSHQ TRADING** with a total bid amount of **THIRTY-ONE THOUSAND EIGHT HUNDRED FIFTY-EIGHT PESOS & 80/100 ONLY (₱31,858.80)**, inclusive of all government taxes and fees; and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
4	BATTERY, dry cell, size AA	72	pack	35.00	2,520.00

7	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 WATTS	13	pc	108.00	1,404.00
10	CLIP, backfold, 19mm	16	box	14.80	236.80
11	CLIP, backfold, 25mm	10	box	19.90	199.00
12	DATA FOLDER	49	pc	108.00	5,292.00
13	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	11	box	23.00	253.00
15	STAPLE REMOVER, plier type	5	pc	59.00	295.00
19	TOILET TISSUE PAPER, 2 ply	113	pack	115.00	12,995.00
20	INSECTICIDE	2	can	388.00	776.00
22	STICKER PAPER	10	pack	64.00	640.00
24	Colored Bond/Multicolor Paper	9	ream	399.00	3,591.00
25	Sign Here Tape Flags	30	pack	82.00	2,460.00
27	SPECIAL PAPER	3	ream	399.00	1,197.00
<b>TOTAL ABC (P)</b>					<b>31,858.80</b>

- 4) To award the contract for the **SUPPLY AND DELIVERY OF ONE HUNDRED (100) BOTTLES ALCOHOL, ETHYL AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **HALDEN GENERAL MERCHANDISE** with a total bid amount of **TEN THOUSAND FOUR HUNDRED FORTY-FIVE PESOS ONLY (P10,445.00)**, inclusive of all government taxes and fees.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (P)	TOTAL PRICE (P)
1	ALCOHOL, Ethyl	100	btl	90.00	9,000.00
5	HAND SOAP, LIQUID	9	btl	105.00	945.00
21	BALLPEN	50	pc	10.00	500.00
<b>TOTAL ABC (P)</b>					<b>10,445.00</b>

Done in Quezon City, Philippines, this 29<sup>th</sup> day of April 2024.

**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/reg/vvvv