



Republic of the Philippines

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



26 April 2024

**ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 24-04-065**

**DECLARATION OF THE BIDDER WITH THE SINGLE CALCULATED RESPONSIVE BID AND
RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY, DELIVERY, AND INSTALLATION
OF ONE (1) LOT AIRCONDITIONING UNITS FOR DOST-ASTI AND EPDC**

Purchase Request No.	: GAA-24-02-18720
Date of Purchase Request	: 05 March 2024
Request for Quotation No.	: 24-03-4713
Solicitation No.	: 24-03-4713
PhilGEPS Reference No.	: 10695368
Approved Budget for the Contract	: ₱857,530.00

WHEREAS, the **Fiscal Year 2024 Annual Procurement Plan No. 5** of the Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) includes a procurement project titled, **“Supply, Delivery, and Installation of One (1) Lot Airconditioning Units for DOST-ASTI and EPDC”**, to be procured through public bidding, with a total Approved Budget for the Contract amounting **Eight Hundred Fifty-Seven Thousand Five Hundred Thirty Pesos Only (₱857,530.00)**, inclusive of all government taxes, other fees, and charges;

WHEREAS, Section 7 of Republic Act (RA) No. 9184 mandates that no government procurement shall be undertaken unless it is in accordance with an approved APP consistent with the yearly budget and approved by the Head of the Procuring Entity (HoPE);

WHEREAS, Section 10, Article IV of RA No. 9184 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-24-02-18720 dated 05 March 2024**, together with a market study, for the procurement of the aforesaid item;

WHEREAS, on **26 March 2024**, 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 RA No. 9184;

WHEREAS, on **02 April 2024, 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, only one (1) prospective bidder purchased and submitted PBDs prior to the deadline of submission on **15 April 2024, 09:00 AM**, specifically **ACMI Office Systems Philippines, Inc.**;

WHEREAS, during the scheduled Opening of Bids for subject procurement on **15 April 2024, 09:30 AM**, the DOST-ASTI BAC opened the bids of **ACMI Office Systems Philippines, Inc.** in public and in the presence of the bidder’s representative/s to determine the bidder’s compliance with the eligibility, technical, and financial requirements specified in the DOST-ASTI 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 sole bidder 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 the first envelope (technical component) submitted by **ACMI Office Systems Philippines, Inc.**, the DOST-ASTI BAC noticed that the List of Eligibility Documents or Annex "A" of the Certificate of PhilGEPS Registration (Platinum Membership) was not updated as the 2023 Audited Financial Statements (AFS) was still reflected in said document instead of 2024 AFS. It was observed that the deadline for submitting the 2024 AFS to the Bureau of Internal Revenue (BIR), which was 15 April 2024, coincided with the opening of the bids;

WHEREAS, to decide on the matter, the DOST-ASTI BAC members agreed to put the same into voting on whether or not to continue with the checking of the technical documents of **ACMI Office Systems Philippines, Inc.** or to disqualify the prospective bidder due to the submission of 2023 AFS. The majority of the DOST-ASTI BAC members, that is, three (3) out of five (5) members present, voted to accept the submission and proceed with the eligibility checking given that **a)** the validity of the AFS is until 15 April 2024 and **b)** the PhilGEPS registration of the prospective bidder is not yet suspended at the time of bid opening;

WHEREAS, during the Opening of Bids, **ACMI Office Systems Philippines, Inc.** was declared "eligible" for having submitted complete eligibility and technical requirements. Consequently, its financial envelope was opened which revealed its bid amounting to **Seven Hundred Fifty-Six Thousand Pesos Only (₱756,000.00)**, inclusive of all government taxes and other fees and charges;

WHEREAS, the bid submitted by **ACMI Office Systems Philippines, Inc.** having passed the requirements, was 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
ACMI Office Systems Philippines, Inc.	₱756,000.00	₱756,000.00	Single Calculated Bid

WHEREAS, after verification, validation, and ascertainment of all statements made and documents submitted by **ACMI Office Systems Philippines, Inc.**, 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 **ACMI Office Systems Philippines, Inc.** for the procurement project titled, **"Supply, Delivery, and Installation of One (1) Lot Airconditioning Units for DOST-ASTI and EPDC"** as the **Single Calculated Responsive Bid**, with a total contract price amounting to **Seven Hundred Fifty-Six Thousand Pesos Only (₱756,000.00)**;
- (2) To recommend to the **DOST-ASTI Director**, as the HoPE, that the contract be awarded to **ACMI Office Systems Philippines, Inc.** in the above-mentioned amount, in accordance with Section 37.1.1 of the 2016 revised IRR of RA No. 9184; 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 26th 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/sdda/kbr