



06 November 2024

ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No.: 24-11-239

RECOMMENDING THE AWARD OF CONTRACT TO S. D. LEAL GRAPHICS FOR THE SUPPLY AND DELIVERY OF ONE (1) LOT EMPLOYEE HANDBOOK PRINTING

Purchase Request No.	:	GAA-24-06-19384
Date of Purchase Request	:	07 October 2024
Request for Quotation No.	:	24-10-5040
Solicitation No.	:	24-10-5040
PhilGEPS Reference No.	:	11366821
Approved Budget for the Contract	:	₱90,750.00

WHEREAS, the Finance and Administrative Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-24-06-19384** for the **Supply and Delivery of One (1) Lot Employee Handbook Printing** which was included in the **DOST-ASTI Annual Procurement Plan No. 9 for Fiscal Year 2024**;

WHEREAS, with an Approved Budget for the Contract (ABC) amounting to **Ninety Thousand Seven Hundred Fifty Pesos Only (₱90,750.00)**, the mode of procurement is pursuant to Section 53.9 (Small Value Procurement) of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

WHEREAS, on **17 October 2024**, the DOST-ASTI BAC, through its Secretariat, published the Request for Quotation (RFQ) and sent RFQs to three (3) suppliers of known qualifications, *viz:* (1) LJB Printing Services; (2) VJ Graphic Arts, Inc.; and (3) Boxdel Printing Services;

WHEREAS, before the lapse of the deadline for submission of quotations on **21 October 2024, 2:00 PM**, eight (8) bidders submitted quotations, particularly: (1) **Innovation Printshoppe, Inc.**; (2) **Boxdel Printing Services**; (3) **Alphabet Communications Graphics and Print**; (4) **Regencia Printing Services**; (5) **Knit and Tuck Merchandising**; (6) **S.D. Leal Graphics**; (7) **VJ Graphic Arts, Inc.**; and (8) **Zurbano Publishing & Printing Corp.**;

WHEREAS, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by **S.D. Leal Graphics** it was evidenced that said prospective bidder complied with the eligibility requirements. Likewise, the DOST-ASTI BAC determined that the financial proposal submitted by **S.D. Leal Graphics** in the amount of **Forty-Four Thousand Six Hundred Pesos Only (₱44,600.00)**, inclusive of all government taxes and fees, is within the ABC and, thus, compliant with the financial requirement;

WHEREAS, the evaluation of the compliance with the technical requirements of the procurement project was done by the end-user unit, which found the offer of **S.D. Leal Graphics** compliant with the technical requirements;

WHEREAS, **S.D. Leal Graphics** was determined to be the bidder with **Lowest Calculated Responsive Quotation**; 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, to award the contract for the SUPPLY AND DELIVERY OF ONE (1) LOT EMPLOYEE HANDBOOK PRINTING through NEGOTIATED PROCUREMENT UNDER SECTION 53.9 (SMALL VALUE PROCUREMENT), to S.D. LEAL GRAPHICS with a total bid amount of FORTY-FOUR THOUSAND SIX HUNDRED PESOS ONLY (₱44,600.00), inclusive of all government taxes and fees.

Done in Quezon City, Philippines, this 6th day of November 2024.

MAY C. CAYABAN
End-user

On official business

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