



27 January 2025

ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No.: 25-01-013

RECOMMENDING THE RENEWAL OF CONTRACT BETWEEN THE DEPARTMENT OF SCIENCE AND TECHNOLOGY (DOST) – ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE (ASTI) AND AMALGATED CAP (ACI) INCORPORATED FOR THREE (3) MONTHS LEASE OF OFFICE SPACE AND STORAGE UNIT OF ALAM-LSI PROJECT

Purchase Request No.	:	ALAM-24-10-20045
Date of Purchase Request	:	02 October 2024
Approved Budget for the Contract	:	₱621,059.16

WHEREAS, on 15 January 2025, the DOST-ASTI BAC received Purchase Request No. ALAM-24-10-20045 dated 02 October 2024 and a Memorandum dated 13 September 2024 addressed to the DOST-ASTI BAC with Cost-Benefit Analysis (CBA), for the **“Renewal of Lease of Office Space and Storage Unit of ALaM-LSI Project”**, which was included in the DOST-ASTI Annual Procurement Plan No. 1 for Fiscal Year 2025, with an Approved Budget for the Contract amounting to **Six Hundred Twenty-One Thousand Fifty-Nine Pesos and 16/100 Only (₱621,059.16)**, viz:

Item No.	Description	Quantity	Unit	Unit Cost	Total Amount
1	Renewal of Lease of Office Space and Storage Unit of ALaM-LSI Project	3	Months	₱207,019.72	₱621,059.16

WHEREAS, Appendix 37 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 or the “Guidelines on Renewal of Regular Recurring Services” allows renewal of procurement projects which are regular and recurring, specifically:

- “1) Defined under Department of Budget and Management National Budget Circular No. 570, s. 2017 and other issuances that may be issued for the purpose, such as (i) janitorial services; (ii) security services; (iii) telecommunication requirements; (iv) supply of drinking water; and (v) rental of office space, venue, and equipment;
- 2) Which by their nature are deemed essential, indispensable, or necessary to the day-to-day operations of the Procuring Entity (PE); or
- 3) Procured repeatedly by the PE in the last three (3) years.”

WHEREAS, the DOST-ASTI has an existing contract for the Lease of Office Space and Storage Unit of ALaM-LSI Project, which expired on 31 December 2024;

WHEREAS, the original contract of the Lease of Office Space and Storage Unit was awarded pursuant to Section 53.10 Negotiated Procurement – Lease of Real Property and Venue of the 2016 revised IRR of RA No. 9184;

WHEREAS, in the submitted Memorandum, the end-user manifested that the renewal of lease would be advantageous for the DOST-ASTI to streamline project operational costs, as it would minimize expenses and man hours required to transfer to a new property. Transferring to a new property, according to the end-user unit, entails additional costs like dismantling, packing, transporting project property, setting up, among others;

WHEREAS, a market study was conducted by the end-user unit showing that other lessor/s offers higher rates compared to Amalgated Cap (ACI) Incorporated;

WHEREAS, based on the performance evaluation conducted by the end-user, Amalgated Cap (ACI) Incorporated garnered a score of eighty-four (84) points showing a Satisfactory performance;

WHEREAS, all the documentary requirements of Amalgated Cap (ACI) Incorporated are current and updated;

WHEREAS, the end-user requested for three (3) months renewal of contract based on the documents submitted, particularly from 01 January 2025 to 31 March 2025;

WHEREAS, the DOST-ASTI BAC validated the CBA, performance evaluation, and the updated eligibility documents of Amalgated Cap (ACI) Incorporated and noted the project team's belated submission of the documentary requirements and instructed the end-user to justify said late submission;

WHEREAS, the end-user justified the belated submission of the procurement documents for the lease renewal in a Memorandum dated 24 January 2025 and accepted the same citing revision of documents to align the procurement project with the allowable obligation based on the released *fresh funds*;

WHEREAS, the DOST-ASTI BAC perceived that the renewal of Amalgated Cap (ACI) Incorporated contract remains most advantageous to the PE;

NOW, THEREFORE, WE, the Members of the DOST-ASTI BAC, hereby **RESOLVE** to recommend to the Head of Procuring Entity to approve the **Renewal of Contract of Lease of Office Space and Storage Unit of ALaM-LSI Project** entered into by and between the DOST-ASTI and Amalgated Cap (ACI) Incorporated, with a total contract price amounting to **Six Hundred Twenty-One Thousand Fifty-Nine Pesos and 16/100 Only (P621,059.16)**.

DONE in Quezon City, this 27th day of January 2025.

JOANNA G. SYJUCO
End-user

NARCISA JUVILYN C. CASTAÑEDA
BAC Member

On leave

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