



26 February 2025

ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 25-02-020

RECOMMENDING THE AWARD OF CONTRACT TO VARIOUS SUPPLIERS FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

Purchase Request No.	:	GAA-25-01-20621
Date of Purchase Request	:	30 January 2025
Request for Quotation No.	:	25-02-5140
Solicitation No.	:	25-02-5140
PhilGEPS Reference No.	:	11733652
Approved Budget for the Contract	:	₱239,793.00

WHEREAS, the Finance and Administrative Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-25-01-20621** for the **Supply and Delivery of Various Office Supplies**, which was included in the **DOST-ASTI Annual Procurement Plan for Common-use Supplies and Equipment No. 4 for Fiscal Year 2025**. The procurement opportunity is broken down into the following items:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	CLEARBOOK, A4 size	7	pc	44.00	380.00
2	SIGN PEN, fine tip, black	10	pc	40.00	400.00
3	SIGN PEN, Extra fine tip, blue	338	pc	40.00	13,520.00
4	SIGN PEN, Fine tip, red	8	pc	40.00	320.00
5	WRAPPING PAPER	14	pack	300.00	4,200.00
6	BATTERY, dry cell, size AA	120	pack	100.00	12,000.00
7	BATTERY, dry Cell, AAA	200	pack	100.00	20,000.00
8	AIR FRESHENER	25	can	280.00	7,000.00
9	RAGS	12	bundle	170.00	2,040.00
10	WASTEBASKET	10	pc	110.00	1,100.00
11	DIGITAL VOICE RECORDER	1	Unit	10,000.00	10,000.00
12	GLUE, all-purpose	16	jar	100.00	1,600.00
13	STAPLE WIRE, heavy duty (binder type), 23/13	15	box	55.00	825.00
14	TAPE, electrical	32	roll	65.00	2,080.00
15	TAPE, packaging	59	roll	45.00	2,655.00
16	BINDING RING/COMB, plastic, 32 mm	5	bundle	300.00	1,500.00
17	ENVELOPE, expanding, plastic	8	pc	130.00	1,040.00
18	FASTENER	16	box	60.00	960.00
19	FOLDER, L-type, Legal	6	pack	450.00	2,700.00
20	FOLDER, Pressboard	8	box	3,000.00	24,000.00
21	FOLDER with tab, Legal	2	pack	660.00	1,320.00
22	MARKER, Permanent, Blue	31	pc	30.00	930.00
23	MARKER, Whiteboard, Red	23	pc	40.00	920.00
24	RUBBER BAND No. 18	1	box	270.00	270.00
25	STAMP PAD, felt	11	pc	70.00	770.00
26	STAPLE REMOVER, plier type	27	pc	80.00	2,160.00

27	NOTE PAD, stick on, 50mm x 76mm	25	pad	25.00	625.00
28	NOTE PAD, stick on, 76mm x 100mm	58	pad	40.00	2,320.00
29	NOTE PAD, stick on, 76mm x 76mm	12	pad	35.00	420.00
30	PAPER, MULTIPURPOSE A4	65	ream	270.00	17,550.00
31	PAPER, MULTIPURPOSE LEGAL	60	ream	290.00	17,400.00
32	TISSUE, INTER FOLDED PAPER TOWEL	45	pack	100.00	4,500.00
33	INSECTICIDE	5	can	500.00	2,500.00
34	BALLPEN	146	pc	10.00	1,460.00
35	DOUBLE SIDED TAPE	55	roll	30.00	1,650.00
36	DISHWASHING LIQUID	25	btl	210.00	5,250.00
37	MANILA PAPER	23	pack	50.00	1,150.00
38	PLASTIC ENVELOPE	14	pc	25.00	350.00
39	CAR AIR FRESHENER	12	pc	300.00	3,600.00
40	CERTIFICATE HOLDER	170	pc	60.00	10,200.00
41	COLORLED PAPER	2	ream	600.00	1,200.00
42	COLORLED PAPER	7	pack	100.00	700.00
43	COMPACT DISC	30	pc	120.00	3,600.00
44	DISPOSABLE GLOVES	3	box	350.00	1,050.00
45	DISPOSABLE GLOVES	1	box	165.00	165.00
46	GLUE STICK (FOR GLUE GUN)	3	pack	50.00	150.00
47	GLUE STICK (FOR GLUE GUN)	1	pack	55.00	55.00
48	GLUE STICK (PASTE)	2	pc	100.00	200.00
49	GLUE STICK (PASTE)	2	pc	110.00	660.00
50	JUMBO ROLL TISSUE PAPER	3	box	3,300.00	9,900.00
51	LAMINATING FILM	30	pack	400.00	12,000.00
52	PARACETAMOL	20	pack	70.00	1,400.00
53	PHOTO PAPER	50	pack	150.00	7,500.00
54	PHOTO PAPER	5	pack	150.00	750.00
55	POVIDONE IODINE	3	btl	250.00	750.00
56	STICKER PAPER	60	pack	80.00	4,800.00
57	STORAGE BOX	1	pc	330.00	330.00
58	STORAGE BOX	3	pc	550.00	1,650.00
59	TIRE BLACK	8	btl	180.00	1,440.00
60	VELLUM BOARD PAPER	45	pack	60.00	2,700.00
61	VELLUM BOARD PAPER	20	pack	60.00	1,200.00
62	VELLUM BOARD PAPER	40	pack	60.00	2,400.00
63	WATERMARK REMOVER	4	btl	400.00	1,600.00
TOTAL ABC (P)					239,793.00

WHEREAS, with an Approved Budget for the Contract (ABC) amounting to **Two Hundred Thirty-Nine Thousand Seven Hundred Ninety-Three Pesos Only (P239,793.00)**, 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 **12 February 2025**, 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) *Ryrah Merchandising*; (2) *Bentley Office and School Supplies Trading*; (3) *Halden General Merchandise*; (4) *Zab Enterprise Inc.*; and (5) *347 School Office Supplies, Inc.*;

WHEREAS, before the lapse of the deadline for submission of quotations on **17 February 2025, 2:00 PM**, three (3) bidders submitted quotations, particularly: **(1) Ryrah Merchandising; (2) Halden General Merchandise; (3) Bentle’y Office and School Supplies Trading;**

WHEREAS, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by **Ryrah Merchandising, Halden General Merchandise, and Bentle’y Office and School Supplies Trading** 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 **Ryrah Merchandising, Halden General Merchandise, and Bentle’y Office and School Supplies Trading** in the amounts of **Fifty-Two Thousand Seven Hundred Eighty-Nine Pesos Only (₱52,789.00), Fifty-Three Thousand One Hundred Forty-Two Pesos Only (₱53,142.00), and One Thousand Three Hundred Fourteen Pesos Only (₱1,314.00)** 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 **Ryrah Merchandising, Halden General Merchandise, and Bentle’y Office and School Supplies Trading** compliant with the technical requirements;

WHEREAS, **Ryrah Merchandising, Halden General Merchandise, and Bentle’y Office and School Supplies Trading, 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 SEVEN (7) PIECES CLEARBOOK, A4 SIZE AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **RYRAH MERCHANDISING** with a total bid amount of **FIFTY-TWO THOUSAND SEVEN HUNDRED EIGHTY-NINE PESOS ONLY (₱52,789.00)**, inclusive of all government taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	CLEARBOOK, A4 size	7	pc	30.00	210.00
8	AIR FRESHENER	25	can	120.00	3,000.00
9	RAGS	12	bundle	145.00	1,740.00
18	FASTENER	16	box	45.00	720.00
20	FOLDER, Pressboard	8	box	1,800.00	14,400.00
22	MARKER, Permanent, Blue	31	pc	11.00	341.00
23	MARKER, Whiteboard, Red	23	pc	11.00	253.00
27	NOTE PAD, stick on, 50mm x 76mm	25	pad	20.00	500.00
30	PAPER, MULTIPURPOSE A4	65	ream	220.00	14,300.00
31	PAPER, MULTIPURPOSE LEGAL	60	ream	240.00	14,400.00
33	INSECTICIDE	5	can	130.00	650.00
60	VELLUM BOARD PAPER	45	pack	35.00	1,575.00
61	VELLUM BOARD PAPER	20	pack	35.00	700.00
TOTAL BID AMOUNT (₱)					52,789.00

- 2) To award the contract for the **SUPPLY AND DELIVERY OF TEN (10) PIECES SIGN PEN, FINE TIP, BLACK AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **HALDEN GENERAL MERCHANDISE** with a total bid amount of **FIFTY-THREE THOUSAND ONE HUNDRED FORTY-TWO PESOS ONLY (₱53,142.00)**, inclusive of all government taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
2	SIGN PEN, fine tip, black	10	pc	23.00	230.00
3	SIGN PEN, Extra fine tip, blue	338	pc	22.00	7,436.00
6	BATTERY, dry cell, size AA	120	pack	40.00	4,800.00
7	BATTERY, dry Cell, AAA	200	pack	42.00	8,400.00
14	TAPE, electrical	32	roll	50.00	1,600.00
15	TAPE, packaging	59	roll	28.00	1,652.00
19	FOLDER, L-type, Legal	6	pack	325.00	1,950.00
24	RUBBER BAND No. 18	1	box	160.00	160.00
25	STAMP PAD, felt	11	pc	58.00	638.00
26	STAPLE REMOVER, plier type	27	pc	65.00	1,755.00
28	NOTE PAD, stick on, 76mm x 100mm	58	pad	28.00	1,624.00
29	NOTE PAD, stick on, 76mm x 76mm	12	pad	25.00	300.00
35	DOUBLE SIDED TAPE	55	roll	22.00	1,210.00
37	MANILA PAPER	23	pack	30.00	690.00
38	PLASTIC ENVELOPE	14	pc	18.00	252.00
40	CERTIFICATE HOLDER	170	pc	45.00	7,650.00
44	DISPOSABLE GLOVES	3	box	160.00	480.00
46	GLUE STICK (FOR GLUE GUN)	3	pack	40.00	120.00
47	GLUE STICK (FOR GLUE GUN)	1	pack	45.00	45.00
49	GLUE STICK (PASTE)	2	pc	65.00	390.00
51	LAMINATING FILM	30	pack	300.00	9,000.00
56	STICKER PAPER	60	pack	46.00	2,760.00
TOTAL BID AMOUNT (₱)					53,142.00

3) To award the contract for the **SUPPLY AND DELIVERY OF ONE HUNDRED FORTY-SIX (146) PIECES BALLPEN** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **BENTLE'Y OFFICE AND SHOOL SUPPLIES** with a total bid amount of **ONE THOUSAND THREE HUNDRED FOURTEEN PESOS ONLY (₱1,314.00)**, inclusive of all government taxes and fees; and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
34	BALLPEN	146	pc	9.00	1,314.00
TOTAL BID AMOUNT (₱)					1,314.00

4) To declare procurement failure for the **Eight (8) Pieces Sign Pen, Fine Tip, Red and Other Items** due to insufficient quotations and/or no bids received.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
4	SIGN PEN, Fine tip, red	8	pc	40.00	320.00
5	WRAPPING PAPER	14	pack	300.00	4,200.00
10	WASTEBASKET	10	pc	110.00	1,100.00
11	DIGITAL VOICE RECORDER	1	Unit	10,000.00	10,000.00
12	GLUE, all-purpose	16	jar	100.00	1,600.00
13	STAPLE WIRE, heavy duty (binder type), 23/13	15	box	55.00	825.00
16	BINDING RING/COMB, plastic, 32 mm	5	bund le	300.00	1,500.00
17	ENVELOPE, expanding, plastic	8	pc	130.00	1,040.00
21	FOLDER with tab, Legal	2	pack	660.00	1,320.00

32	TISSUE, INTER FOLDED PAPER TOWEL	45	pack	100.00	4,500.00
36	DISHWASHING LIQUID	25	btl	210.00	5,250.00
39	CAR AIR FRESHENER	12	pc	300.00	3,600.00
41	COLORED PAPER	2	ream	600.00	1,200.00
42	COLORED PAPER	7	pack	100.00	700.00
43	COMPACT DISC	30	pc	120.00	3,600.00
45	DISPOSABLE GLOVES	1	box	165.00	165.00
48	GLUE STICK (PASTE)	2	pc	100.00	200.00
50	JUMBO ROLL TISSUE PAPER	3	box	3,300.00	9,900.00
52	PARACETAMOL	20	pack	70.00	1,400.00
53	PHOTO PAPER	50	pack	150.00	7,500.00
54	PHOTO PAPER	5	pack	150.00	750.00
55	POVIDONE IODINE	3	btl	250.00	750.00
57	STORAGE BOX	1	pc	330.00	330.00
58	STORAGE BOX	3	pc	550.00	1,650.00
59	TIRE BLACK	8	btl	180.00	1,440.00
62	VELLUM BOARD PAPER	40	pack	60.00	2,400.00
63	WATERMARK REMOVER	4	btl	400.00	1,600.00
TOTAL ABC (P)					68,840.00

Done in Quezon City, Philippines, this 26th day of February 2025.

MAY C. CAYABAN
End-user

MERYL REGINE L. ALGODON, Ph.D.
BAC Member

PHILIP A. MARTINEZ
BAC Member

RAMON VANN CLEFF B. RARO
BAC Member

JAYMAR L. JARINA
BAC Member

BAYANI BENJAMIN R. LARA
BAC Vice Chairperson

JEFFREY A. ABOROT
BAC Chairperson

APPROVED/DISAPPROVED:

FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

/bac-sec/reg/vvvv