



31 March 2025

ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 25-03-035

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

Purchase Request No.	:	GAA-25-03-20780
Date of Purchase Request	:	05 March 2025
Request for Quotation No.	:	25-03-5168
Solicitation No.	:	25-03-5168
PhilGEPS Reference No.	:	11898698
Approved Budget for the Contract	:	₱55,194.00

WHEREAS, the Finance and Administrative Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-25-03-20780** 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. 3 and 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	WRAPPING PAPER	14	Pack	300.00	4,200.00
2	WASTEBASKET	10	Pc	110.00	1,100.00
3	DIGITAL VOICE RECORDER	1	Unit	10,000.00	10,000.00
4	GLUE, all-purpose	16	Jar	106.00	1,696.00
5	ENVELOPE, expanding, plastic	8	Pc	130.00	1,040.00
6	TISSUE, INTERFOLDED PAPER TOWEL	45	Pack	57.00	2,565.00
7	DISHWASHING LIQUID	25	Btl	210.00	5,250.00
8	CAR AIR FRESHENER	12	Pc	233.00	2,796.00
9	COLORED PAPER	2	Ream	600.00	1,200.00
10	COLORED PAPER	7	Pack	57.00	399.00
11	COMPACT DISC	30	Pc	120.00	3,600.00
12	DISPOSABLE GLOVES	1	Box	165.00	165.00
13	GLUE STICK (PASTE)	2	Pc	100.00	200.00
14	JUMBO ROLL TISSUE PAPER	3	Box	1,533.00	4,599.00
15	PARACETAMOL	20	Pack	77.00	1,540.00
16	PHOTO PAPER	50	Pack	165.00	8,250.00
17	PHOTO PAPER	5	Pack	165.00	825.00
18	POVIDONE IODINE	3	Btl	200.00	600.00
19	STORAGE BOX	1	Pc	330.00	330.00
20	STORAGE BOX	3	Pc	133.00	399.00
21	TIRE BLACK	8	Btl	220.00	1,760.00
22	VELLUM BOARD PAPER	40	Pack	45.00	1,800.00
23	WATERMARK REMOVER	4	Btl	220.00	880.00
TOTAL ABC (₱)					55,194.00

WHEREAS, with an Approved Budget for the Contract (ABC) amounting to **Fifty-Five Thousand One Hundred Ninety-Four Pesos Only (₱55,194.00)**, 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 **20 March 2025**, the DOST-ASTI BAC, through its Secretariat, published the Request for Quotation (RFQ) and sent RFQs to four (4) suppliers of known qualifications, viz: (1) *347 School Office Supplies, Inc.*; (2) *Ryrah Merchandising*; (3) *Bentle'y Office and School Supplies Trading*; and (4) *Zab Enterprise Inc*;

WHEREAS, before the lapse of the deadline for submission of quotations on **24 March 2025, 2:00 PM**, three (3) bidders submitted quotations, particularly: (1) *347 School Office Supplies, Inc.*; (2) *Ryrah Merchandising*; and (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* and *347 School Office Supplies, Inc.* 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* and *347 School Office Supplies, Inc.* in the amounts of **Eight Thousand One Hundred Sixty-Five Pesos Only (₱8,165.00)** and **Fifteen Thousand Six Hundred Seventy Pesos Only (₱15,670.00)** 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* and *347 School Office Supplies, Inc.* compliant with the technical requirements;

WHEREAS, *Ryrah Merchandising* and *347 School Office Supplies, 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 TEN (10) PIECES WASTEBASKET AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **RYRAH MERCHANDISING** with a total bid amount of **EIGHT THOUSAND ONE HUNDRED SIXTY-FIVE PESOS ONLY (₱8,165.00)**, inclusive of all government taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
2	WASTEBASKET	10	Pc	70.00	700.00
6	TISSUE, INTERFOLDED PAPER TOWEL	45	Pack	45.00	2,025.00
7	DISHWASHING LIQUID	25	Btl	130.00	3,250.00
12	DISPOSABLE GLOVES	1	Box	100.00	100.00
13	GLUE STICK (PASTE)	2	Pc	75.00	150.00
18	POVIDONE IODINE	3	Btl	135.00	405.00
19	STORAGE BOX	1	Pc	135.00	135.00
22	VELLUM BOARD PAPER	40	Pack	35.00	1,400.00
TOTAL BID AMOUNT (₱)					8,165.00

- 2) To award the contract for the **SUPPLY AND DELIVERY OF SIXTEEN (16) JARS GLUE, ALL-PURPOSE AND OTHER ITEMS** through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **347 SCHOOL OFFICE SUPPLIES, INC.** with a total bid amount of **FIFTEEN THOUSAND SIX HUNDRED SEVENTY PESOS ONLY (₱15,670.00)**, inclusive of all government taxes and fees; and

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
4	GLUE, all-purpose	16	Jar	70.00	1,120.00
5	ENVELOPE, expanding, plastic	8	Pc	90.00	720.00
9	COLORLED PAPER	2	Ream	485.00	970.00
14	JUMBO ROLL TISSUE PAPER	3	Box	1,500.00	4,500.00

15	PARACETAMOL	20	Pack	75.00	1,500.00
16	PHOTO PAPER	50	Pack	130.00	6,500.00
20	STORAGE BOX	3	Pc	120.00	360.00
TOTAL BID AMOUNT (P)					15,670.00

3) To declare procurement failure for the **Fourteen (14) Packs Wrapping Paper and Other Items** due to insufficient number of quotations received.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (P)	TOTAL PRICE (P)
1	WRAPPING PAPER	14	Pack	300.00	4,200.00
3	DIGITAL VOICE RECORDER	1	Unit	10,000.00	10,000.00
8	CAR AIR FRESHENER	12	Pc	233.00	2,796.00
10	COLORED PAPER	7	Pack	57.00	399.00
11	COMPACT DISC	30	Pc	120.00	3,600.00
17	PHOTO PAPER	5	Pack	165.00	825.00
21	TIRE BLACK	8	Btl	220.00	1,760.00
23	WATERMARK REMOVER	4	Btl	220.00	880.00
TOTAL ABC (P)					24,460.00

Done in Quezon City, Philippines, this 31st day of March 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