



10 May 2023

**ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 23-05-073**

**RECOMMENDING THE AWARD OF CONTRACT TO 347 SCHOOL OFFICE SUPPLIES INC. FOR THE
SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (2ND QUARTER)**

Purchase Request No. : **GAA-23-04-16507**

Date of Purchase Request : **13 April 2023**

Request for Quotation No. : **23-04-4339**

Solicitation No. : **23-04-4339**

PhilGEPS Reference No. : **9687180**

Approved Budget for the Contract : **₱124,127.59**

WHEREAS, the Finance and Administrative Division submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-23-04-16507** for the **Supply and Delivery of Various Office Supplies (2nd Quarter)**, which was included in the **DOST-ASTI Annual Procurement Plan for Common-use Supplies and Equipment for Fiscal Year 2023**. The procurement opportunity is broken down into the following items:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	ALCOHOL, Ethyl	169	Bottle	95.33	16,110.77
2	BATTERY	17	Pack	105.33	1,790.61
3	BATTERY	21	Pack	85.43	1,794.03
4	LIQUID HAND SOAP	12	Bottle	140.43	1,685.16
5	PHILIPPINE NATIONAL FLAG	1	Piece	365.75	365.75
6	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	21	Piece	165.00	3,465.00
7	TAPE, electrical	9	Roll	61.05	549.45
8	TAPE, PACKAGING	27	Roll	36.30	980.10
9	TAPE, TRANSPARENT	27	Roll	18.33	494.91
10	TAPE, TRANSPARENT	12	Roll	37.03	444.36
11	DATA FOLDER	18	Piece	191.13	3,440.34
12	FILE TAB/INDEX DIVIDER, bristol board, A4	14	Set	44.28	619.92
13	FILE TAB/INDEX DIVIDER, bristol board, legal	26	Set	46.48	1,208.48
14	MARKER, fluorescent	13	Set	88.00	1,144.00
15	MARKER, whiteboard, black	4	Piece	48.40	193.60
16	MARKER, whiteboard, blue	7	Piece	48.40	338.80
17	PAPER CLIP, vinly/plastic coated	4	Box	43.45	173.80
18	PAPER, parchment	3	Box	362.27	1,086.81
19	TISSUE, INTERFOLDED PAPER TOWEL	79	Pack	94.33	7,452.07
20	MOUSE, WIRELESS, USB	5	Unit	1,382.33	6,911.65
21	Duct tape	18	Roll	164.45	2,960.10
22	Tire Black	6	Can	324.50	1,947.00
23	Synthetic Chamois	18	Piece	139.33	2,507.94
24	Car Air Freshener	36	Piece	272.25	9,801.00
25	Tape Flags, Sign Here	16	Pack	180.13	2,882.08
26	Overhead Projector Transparency Film	1	Pack	464.75	464.75
27	Plastic Inserts	4	Pack	251.90	1,007.60
28	3-Ring Binder	5	Piece	271.70	1,358.50
29	Disposable Gloves, Vinyl	6	Box	392.33	2,353.98
30	Tape Cartridge	10	Piece	733.33	7,333.30
31	Tape Cartridge	5	Piece	592.17	2,960.85
32	Tape Cartridge	5	Piece	739.75	3,698.75
33	Certificate Folder	34	Piece	57.75	1,963.50
34	BALLPEN, for desk top with Coil cord	1	Piece	68.75	68.75
35	Note pad	33	Pad	197.73	6,525.09
36	Colored Bond/Multicolor Paper, Blue	6	Ream	497.75	2,986.50
37	Colored Bond/Multicolor Paper, Pink	3	Ream	497.75	1,493.25
38	Colored Bond/Multicolor Paper, Yellow	6	Ream	517.00	3,102.00
39	Colored Bond/Multicolor Paper, Green	3	Ream	517.00	1,551.00
40	Heavy-duty Glue	27	Piece	76.27	2,059.29
41	Stick On Page Markers	55	Pack	270.05	14,852.75
TOTAL ABC (₱)					124,127.59

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WHEREAS, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Twenty-Four Thousand One Hundred Twenty-Seven Pesos & 59/100 Only (₱124,127.59)**, 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 **25 April 2023**, 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) Ryrh Merchandising.; (2) Lambert Trading; (3) Sunshine Officelink Ventures Corp.; (4) Jassen Harris Industries Corp.; and (5) 347 School Office Supplies, Inc.;

WHEREAS, before the lapse of the deadline for submission of quotations on **28 April 2023, 2:00 PM**, three (3) bidders submitted quotations, particularly **(1) 347 School Office Supplies, Inc.; (2) Jassen Harris Industries Corp.; and (3) Sunshine Officelink Ventures Corp.**;

WHEREAS, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by **347 School Office Supplies, Inc.**, it was evidenced that said prospective bidder complied with the eligibility requirements. Likewise, the DOST-ASTI BAC determined that the financial proposal submitted by **347 School Office Supplies, Inc.**, in the amount of **Fourteen Thousand Eight Hundred One Pesos Only (₱14,801.00)**, inclusive of all government taxes and fees, is 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 offer of **347 School Office Supplies, Inc.** compliant with the technical requirements;

WHEREAS, **347 School Office Supplies, Inc.**, was determined to be the bidder with the **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 VARIOUS OFFICE SUPPLIER (2ND QUARTER)**, through **NEGOTIATED PROCUREMENT UNDER SECTION 53 (b) (SHOPPING)**, to **347 SCHOOL OFFICE SUPPLIES, INC.**, with a total bid amount of **FOURTEEN THOUSAND EIGHT HUNDRED ONE PESOS ONLY (₱14,801.00)**, inclusive of all government taxes and fees (*see below details*).

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
2	BATTERY	17	Pack	80.00	1,020.00
7	TAPE, electrical	9	Roll	45.00	405.00
11	DATA FOLDER	18	Piece	145.00	2,610.00
15	MARKER, whiteboard, black	4	Piece	30.00	120.00
16	MARKER, whiteboard, blue	7	Piece	30.00	210.00
17	PAPER CLIP, vinly/plastic coated	4	Box	24.00	96.00
19	TISSUE, INTERFOLDED PAPER TOWEL	79	Pack	70.00	5,530.00
21	Duct tape	18	Roll	95.00	1,710.00
27	Plastic Inserts	4	Pack	220.00	880.00
36	Colored Bond/Multicolor Paper, Blue	6	Ream	370.00	2,220.00
TOTAL BID AMOUNT (₱)					14,801.00

Done in Quezon City, Philippines, this 10th day of May 2023.

 Digitally signed by
Cayaban May
Celicious

MAY C. CAYABAN
End-user

 Digitally signed by
De Leon Ronith Ann
Magaling
Date: 2023.05.11
17:11:17 +08'00'

NARCISA JUVILYN C. CASTAÑEDA
BAC Member

HAROLD BRYAN S. PALER
BAC Member

 Digitally signed by
Meryl Regine Algodon
MERYL REGINE L. ALGODON
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/vvvv/kbr