



07 February 2023

**ASTI – BIDS AND AWARDS COMMITTEE  
BAC Resolution No. 23-02-018**

**RECOMMENDING THE AWARD OF CONTRACT TO VARIOUS SUPPLIERS FOR THE SUPPLY  
AND DELIVERY OF VARIOUS OFFICE SUPPLIES (1ST QUARTER)**

Purchase Request No.	: <b>GAA-23-01-15946</b>
Date of Purchase Request	: <b>13 January 2023</b>
Request for Quotation No.	: <b>23-01-4244</b>
Solicitation No.	: <b>23-01-4244</b>
PhilGEPS Reference No.	: <b>9411865</b>
Approved Budget for the Contract	: <b>₱255,179.73</b>

**WHEREAS**, the Office of the Director submitted to the DOST-ASTI Bids and Awards Committee (BAC) **Purchase Request No. GAA-23-01-15946 for the Supply and Delivery of Various Office Supplies (1st Quarter)**, which was included in the **DOST-ASTI Annual Procurement Plan No. 1 for Fiscal Year 2023**. The procurement opportunity is broken down into the following items:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	SIGN PEN	38	Pieces	26.03	989.14
2	SIGN PEN	369	Pieces	26.03	9,605.07
3	BATTERY	48	Pack	67.10	3,220.80
4	BATTERY	53	Pack	68.93	3,653.29
5	DISINFECTANT SPRAY, aerosol type	54	Can	561.00	30,294.00
6	LIQUID HAND SOAP	11	Bottle	126.50	1,391.50
7	DIGITAL VOICE RECORDER	1	Unit	6,050.00	6,050.00
8	ACETATE	2	Roll	1,000.00	2,000.00
9	PHILIPPINE NATIONAL FLAG	7	Piece	176.00	1,232.00
10	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	8	Piece	154.00	1,232.00
11	TAPE, electrical	13	Roll	55.00	715.00
12	TAPE, MASKING	40	Roll	26.68	1,067.20
13	TAPE, MASKING	15	Roll	47.85	717.75
14	TAPE, PACKAGING	45	Roll	34.28	1,542.60
15	TAPE, TRANSPARENT	49	Roll	20.35	997.15
16	TAPE, TRANSPARENT	21	Roll	34.28	719.88
17	TWINE, plastic	4	Roll	102.67	410.68
18	CLIP, backfold, 19mm	36	Box	20.72	745.92
19	CLIP, backfold, 25mm	46	Box	27.50	1,265.00
20	CLIP, backfold, 32mm	50	Box	40.70	2,035.00
21	CLIP, backfold, 50mm	40	Box	76.27	3,050.80
22	CORRECTION TAPE	36	Piece	27.87	1,003.32
23	DATA FILE BOX	16	Piece	204.05	3,264.80
24	DATA FOLDER	87	Piece	159.50	13,876.50
25	DATING AND STAMPING MACHINE	2	Piece	550.00	1,100.00
26	ENVELOPE, Expanding, Kraft	4	Box	1,925.00	7,700.00
27	ENVELOPE, expanding, plastic	39	Piece	42.90	1,673.10
28	FILE TAB/INDEX DIVIDER, bristol board, A4	14	Set	38.13	533.82
29	FILE TAB/INDEX DIVIDER, bristol board, legal	25	Set	39.97	999.25
30	FOLDER, PRESSBOARD	2	Box	1,796.67	3,593.34
31	MAGAZINE FILE BOX, Large	5	Piece	105.05	525.25
32	MARKER, fluorescent	16	Set	97.90	1,566.40
33	MARKER, whiteboard, black	5	Piece	43.45	217.25
34	MARKER, whiteboard, blue	6	Piece	46.75	280.50
35	MARKER, whiteboard, red	1	Piece	46.75	46.75
36	PAPER TRIMMER/CUTTING MACHINE, table top	1	Unit	10,000.00	10,000.00
37	PENCIL	5	Box	110.73	553.65
38	STAMP PAD, felt	2	Piece	45.66	91.32
39	SCISSORS, symmetrical or asymmetrical	11	Pair	49.13	540.43
40	CARTOLINA, assorted colors	25	Pack	183.33	4,583.25

41	NOTE PAD	116	Pad	31.17	3,615.72
42	NOTE PAD	100	Pad	41.80	4,180.00
43	NOTE PAD	100	Pad	56.47	5,647.00
44	NOTEBOOK, stenographer	50	Piece	24.93	1,246.50
45	PAPER, MULTIPURPOSE	2	Ream	220.37	440.74
46	PAPER, parchment	2	Box	311.67	623.34
47	RECORD BOOK	24	Book	85.80	2,059.20
48	RECORD BOOK	14	Book	104.50	1,463.00
49	TISSUE, INTERFOLDED PAPER TOWEL	66	Pack	87.27	5,759.82
50	TOILET TISSUE PAPER	100	Pack	160.97	16,097.00
51	RIBBON CARTRIDGE	1	Cart	159.50	159.50
52	MOUSE, WIRELESS, USB	1	Unit	500.00	500.00
53	PAPER SHREDDER	1	Unit	26,100.00	26,100.00
54	Duct tape	15	Roll	137.87	2,068.05
55	Adaptor	1	Piece	165.00	165.00
56	Car Air Freshener	45	Piece	185.00	8,325.00
57	Overhead Projector Transparency Film	1	Pack	368.50	368.50
58	Plastic Inserts	5	Pack	205.33	1,026.65
59	3-Ring Binder	4	Piece	327.25	1,309.00
60	Disposable Gloves, Vinyl	3	Box	841.50	2,524.50
61	Tape Cartridge	9	Piece	781.00	7,029.00
62	Tape Cartridge	10	Piece	726.00	7,260.00
63	Tape Cartridge	9	Piece	781.00	7,029.00
64	Certificate Folder	28	Piece	77.00	2,156.00
65	BALLPEN, for desk top with Coil cord	5	Piece	20.90	104.50
66	Ballpen	90	Piece	6.00	540.00
67	Note pad	60	Pad	27.50	1,650.00
68	Colored Bond/Multicolor Paper, Blue	6	Ream	528.00	3,168.00
69	Colored Bond/Multicolor Paper, Pink	3	Ream	528.00	1,584.00
70	Colored Bond/Multicolor Paper, Yellow	6	Ream	583.00	3,498.00
71	Colored Bond/Multicolor Paper, Green	3	Ream	575.00	1,725.00
72	Heavy-duty Glue	30	Piece	88.00	2,640.00
73	Double Sided Tape	27	Roll	36.00	972.00
74	Stick On Page Markers	60	Pack	64.90	3,894.00
75	LED Light Bulbs	8	Piece	396.00	3,168.00
<b>TOTAL ABC (P)</b>					<b>255,179.73</b>

**WHEREAS**, with an Approved Budget for the Contract (ABC) amounting to **Two Hundred Fifty-Five Thousand One Hundred Seventy-Nine Pesos & 73/100 Only (P255,179.73)**, 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 19 January 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) ZAB Enterprises; (3) Sunshine Office Link Ventures; (4) 347 Office Supplies, Inc; and (5) Ban Bee Commercial Co., Inc.;

**WHEREAS**, before the lapse of the deadline for submission of quotations on 23 January 2023, 2:00 PM, seven (7) bidders submitted their quotations, particularly **(1) 347 School Office Supplies, Inc., (2) Jassen Harris Industries Corp., (3) Sunshine Officelink Ventures Corp., (4) Ryrh Merchandising, (5) BG's Marketing, (6) Lambert Trading, and (7) Ban Bee Commercial Co., Inc.;**

**WHEREAS**, upon careful review and evaluation of the DOST-ASTI BAC on the legal requirements submitted by; **(1) Ryrh Merchandising, (2) Lambert Trading, (3) 347 School Office Supplies, Inc., (4) Ban Bee Commercial Co., Inc., and (5) Jassen Harris Industries Corp.,** it was evidenced that said prospective bidders complied with the eligibility requirements. Likewise, the DOST-ASTI BAC determined that the financial proposal submitted by the said bidders, in the amount of **Forty-Seven Thousand Forty-Three Pesos Only (P47,043.00), Fifteen Thousand Six Hundred Fifty-Six Pesos Only (P15,656.00), Twenty-One Thousand Nine Hundred Ninety-Five Pesos Only (P21,995.00), Twenty-Six Thousand Two Hundred Thirty Pesos Only (P26,230.00), Four Thousand Six Hundred Fifty Pesos Only (P4,650.00)** 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 offers of the five (5) bidders compliant with the eligibility requirements;

**WHEREAS, (1) Ryrh Merchandising, (2) Lambert Trading, (3) 347 School Office Supplies, Inc., (4) Ban Bee Commercial Co, Inc., and (5) Jassen Harris Industries Corp** were determined to be the bidders with **Lowest Calculated Responsive Quotation**, respectively; 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 VARIOUS OFFICE SUPPLIES (1ST QUARTER)**, through **NEGOTIATED PROCUREMENT UNDER SECTION 52 (b) (SHOPPING)**, to **RYRAH MERCHANDISING**, with a total bid amount of **FORTY-SEVEN THOUSAND FORTY-THREE PESOS ONLY (₱47,043.00)**, inclusive of all government taxes and fees:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	SIGN PEN	38	Pieces	15.00	570.00
2	SIGN PEN	369	Pieces	15.00	5,535.00
3	BATTERY	48	Pack	15.00	720.00
4	BATTERY	53	Pack	15.00	795.00
5	DISINFECTANT SPRAY, aerosol type	54	Can	375.00	20,250.00
6	LIQUID HAND SOAP	11	Bottle	60.00	660.00
9	PHILIPPINE NATIONAL FLAG	7	Piece	150.00	1,050.00
12	TAPE, MASKING	40	Roll	20.00	800.00
13	TAPE, MASKING	15	Roll	30.00	450.00
21	CLIP, backfold, 50mm	40	Box	65.00	2,600.00
22	CORRECTION TAPE	36	Piece	18.00	648.00
23	DATA FILE BOX	16	Piece	120.00	1,920.00
30	FOLDER, PRESSBOARD	2	Box	1,750.00	3,500.00
32	MARKER, fluorescent	16	Set	40.00	640.00
37	PENCIL	5	Box	45.00	225.00
39	SCISSORS, symmetrical or asymmetrical	11	Pair	25.00	275.00
54	Duct tape	15	Roll	100.00	1,500.00
66	Ballpen	90	Piece	4.50	405.00
70	Colored Bond/Multicolor Paper, Yellow	6	Ream	500.00	3,000.00
71	Colored Bond/Multicolor Paper, Green	3	Ream	500.00	1,500.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>47,043.00</b>

- 2) To award the contract for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (1ST QUARTER)**, through **NEGOTIATED PROCUREMENT UNDER SECTION 52 (b) (SHOPPING)**, to **LAMBERT TRADING**, with a total bid amount of **FIFTEEN THOUSAND SIX HUNDRED FIFTY-SIX PESOS ONLY (₱15,656.00)**, inclusive of all government taxes and fees:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
10	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	8	Piece	95.00	760.00
18	CLIP, backfold, 19mm	36	Box	12.00	432.00
19	CLIP, backfold, 25mm	46	Box	19.00	874.00
20	CLIP, backfold, 32mm	50	Box	27.00	1,350.00
26	ENVELOPE, Expanding, Kraft	4	Box	1,200.00	4,800.00
33	MARKER, whiteboard, black	5	Piece	25.00	125.00
34	MARKER, whiteboard, blue	6	Piece	25.00	150.00

35	MARKER, whiteboard, red	1	Piece	25.00	25.00
38	STAMP PAD, felt	2	Piece	27.00	54.00
44	NOTEBOOK, stenographer	50	Piece	14.00	700.00
47	RECORD BOOK	24	Book	67.00	1,608.00
48	RECORD BOOK	14	Book	91.00	1,274.00
73	Double Sided Tape	27	Roll	32.00	864.00
75	LED Light Bulbs	8	Piece	330.00	2,640.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>15,656.00</b>

- 3) To award the contract for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (1ST QUARTER)**, through **NEGOTIATED PROCUREMENT UNDER SECTION 52 (b) (SHOPPING)**, to **347 SCHOOL OFFICE SUPPLIES, INC.**, with a total bid amount of **TWENTY-ONE THOUSAND NINE HUNDRED NINETY-FIVE PESOS ONLY (₱21,995.00)**, inclusive of all government taxes and fees:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
11	TAPE, electrical	13	Roll	34.00	442.00
14	TAPE, PACKAGING	45	Roll	28.00	1,260.00
15	TAPE, TRANSPARENT	49	Roll	16.00	784.00
16	TAPE, TRANSPARENT	21	Roll	28.00	588.00
17	TWINE, plastic	4	Roll	70.00	280.00
24	DATA FOLDER	87	Piece	120.00	10,440.00
25	DATING AND STAMPING MACHINE	2	Piece	450.00	900.00
27	ENVELOPE, expanding, plastic	39	Piece	28.00	1,092.00
36	PAPER TRIMMER/CUTTING MACHINE, table top	1	Unit	895.00	895.00
40	CARTOLINA, assorted colors	25	Pack	110.00	2,750.00
41	NOTE PAD	116	Pad	18.00	2,088.00
46	PAPER, parchment	2	Box	235.00	476.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>21,995.00</b>

- 4) To award the contract for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (1ST QUARTER)**, through **NEGOTIATED PROCUREMENT UNDER SECTION 52 (b) (SHOPPING)**, to **BAN BEE COMMERCIAL CO., INC.**, with a total bid amount of **TWENTY-SIX THOUSAND TWO HUNDRED THIRTY PESOS ONLY (₱26,230.00)**, inclusive of all government taxes and fees:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
28	FILE TAB/INDEX DIVIDER, bristol board, A4	14	Set	24.00	336.00
29	FILE TAB/INDEX DIVIDER, bristol board, legal	25	Set	24.00	600.00
42	NOTE PAD	100	Pad	23.00	2,300.00
43	NOTE PAD	100	Pad	28.00	2,800.00
45	PAPER, MULTIPURPOSE	2	Ream	192.00	384.00
49	TISSUE, INTERFOLDED PAPER TOWEL	66	Pack	40.00	2,640.00
50	TOILET TISSUE PAPER	100	Pack	105.00	10,500.00
51	RIBBON CARTRIDGE	1	Cart	160.00	160.00
68	Colored Bond/Multicolor Paper, Blue	6	Ream	490.00	2,940.00
69	Colored Bond/Multicolor Paper, Pink	3	Ream	490.00	1,470.00
72	Heavy-duty Glue	30	Piece	70.00	2,100.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>26,230.00</b>

- 5) To award the contract for the **SUPPLY AND DELIVERY OF ONE (1) UNIT DIGITAL VOICE RECORDER**, through **NEGOTIATED PROCUREMENT UNDER SECTION 52 (b) (SHOPPING)**, to **JASSEN HARRIS INDUSTRIES CORP.** with a total bid amount of **FOUR**

**THOUSAND SIX HUNDRED FIFTY PESOS ONLY (₱4,650.00)**, inclusive of all government taxes and fees; and

6) To declare procurement failure for the following items, due to insufficient quotations received:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
8	ACETATE	2	Roll	1,000.00	2,000.00
31	MAGAZINE FILE BOX, Large	5	Piece	105.05	525.25
52	MOUSE, WIRELESS, USB	1	Unit	500.00	500.00
53	PAPER SHREDDER	1	Unit	26,100.00	26,100.00
55	Adaptor	1	Piece	165.00	165.00
56	Car Air Freshener	45	Piece	185.00	8,325.00
57	Overhead Projector Transparency Film	1	Pack	368.50	368.50
58	Plastic Inserts	5	Pack	205.33	1,026.65
59	3-Ring Binder	4	Piece	327.25	1,309.00
60	Disposable Gloves, Vinyl	3	Box	841.50	2,524.50
61	Tape Cartridge	9	Piece	781.00	7,029.00
62	Tape Cartridge	10	Piece	726.00	7,260.00
63	Tape Cartridge	9	Piece	781.00	7,029.00
64	Certificate Folder	28	Piece	77.00	2,156.00
65	BALLPEN, for desk top with Coil cord	5	Piece	20.90	104.50
67	Note pad	60	Pad	27.50	1,650.00
74	Stick On Page Markers	60	Pack	64.90	3,894.00
<b>TOTAL ABC (₱)</b>					<b>71,966.40</b>

Done in Quezon City, Philippines, this 7<sup>th</sup> day of February 2023.

**MAY C. CAYABAN**  
End-user

**GIRLIE D. FERNANDEZ**  
BAC Member

**JAYSON C. HERNANDEZ**  
BAC Member

**JOVEN C. JAVIER**  
BAC Member

**ROXANNE S. AVIÑANTE**  
BAC Member

**BAYANI BENJAMIN R. LARA**  
BAC Vice Chairperson

**EMMANUEL P. BALINTEC**  
BAC Chairperson

**APPROVED/DISAPPROVED:**

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