



06 July 2022

**ASTI – BIDS AND AWARDS COMMITTEE
BAC Resolution No. 22-07-108**

**RECOMMENDING THE AWARD OF CONTRACT TO VARIOUS SUPPLIERS
FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (2ND QUARTER)**

Purchase Request No.	:	GAA-22-05-13740
Date of Purchase Request	:	11 May 2022
Request for Quotation No.	:	22-05-3845
Solicitation No.	:	22-05-3845
PhilGEPS Reference No.	:	8682535
Approved Budget for the Contract	:	₱151,256.67

WHEREAS, the Finance and Administrative Division submitted to the Bids and Awards Committee (BAC) Purchase Request No. GAA-22-05-13740 for the Supply and Delivery of Various Office Supplies (2nd Quarter) (**Annex “A”**) with an Approved Budget for the Contract amounting to One Hundred Fifty-One Thousand Two Hundred Fifty-Six Pesos & 67/100 Only (₱151,256.67) which was included in the Supplemental Annual Procurement Plan (APP) No. 6 and 9 for Fiscal Year 2022 (**Annex “B”**). The procurement opportunity is broken down into the following items:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	INSECTICIDE, aerosol type	3	Can	416.90	1,250.70
2	ALCOHOL	96	Bottle	136.40	13,094.40
3	NOTE PAD	39	Pad	37.77	1,473.03
4	NOTE PAD	30	Pad	57.57	1,727.10
5	NOTE PAD	50	Pad	48.77	2,438.50
6	NOTEBOOK, stenographer	16	Piece	29.33	469.28
7	PAPER, MULTICOPY	91	Ream	252.63	22,989.33
8	PAPER, MULTICOPY	46	Ream	275.37	12,667.02
9	PAPER, MULTI-PURPOSE	10	Ream	219.27	2,192.70
10	PAPER, MULTI-PURPOSE	1	Ream	239.07	239.07
11	RECORD BOOK	6	Book	184.25	1,105.50
12	TOILET TISSUE PAPER	150	Pack	172.70	25,905.00
13	BATTERY	17	Pack	101.20	1,720.40
14	BATTERY	13	Pack	108.53	1,410.89
15	GLUE, all-purpose	8	Jar	86.90	695.20
16	STAPLE WIRE, standard	3	Box	68.20	204.60
17	TAPE, electrical	2	Roll	71.50	143.00
18	DISINFECTANT SPRAY, aerosol type	41	Can	631.40	25,887.40
19	CLIP, backfold, 19mm	17	Box	25.67	436.39
20	CLIP, backfold, 25mm	20	Box	37.77	755.40
21	CLIP, backfold, 32mm	21	Box	58.67	1,232.07
22	CLIP, backfold, 50mm	13	Box	83.97	1,091.61
23	DATA FILE BOX	2	Piece	132.00	264.00
24	DATA FOLDER	32	Piece	212.67	6,805.44
25	ENVELOPE, expanding, plastic	9	Piece	53.90	485.10
26	ENVELOPE, mailing	2	Box	366.67	733.34
27	FILE TAB DIVIDER, legal	10	Set	46.93	469.30
28	INDEX TAB, self-adhesive, transparent	7	Box	97.90	685.30
29	MARKER, whiteboard, black	1	Piece	51.70	51.70
30	MARKER, whiteboard, blue	1	Piece	51.70	51.70
31	PAPER CLIP, vinyl/plastic coated	19	Box	16.13	306.47
32	PAPER CLIP, vinyl/plastic coated	13	Box	30.80	400.40
33	PHILIPPINE NATIONAL FLAG	1	Piece	550.00	550.00
34	SIGN PEN	24	Piece	33.73	809.52

35	SIGN PEN	2	Piece	33.73	67.46
36	Sign Here Tape Flags 680-3M	10	Pad	198.00	1,980.00
37	Duct Tape 2"	9	Roll	110.00	990.00
38	Double Sided Tape	5	Roll	42.17	210.85
39	FOLDER, REPORT COVER, A4 size	20	Piece	49.50	990.00
40	PAPER, STICKER, for Laserjet Printer	5	Pack	84.33	421.65
41	Envelope, Expanding	50	Piece	75.17	3,758.50
42	PLASTIC FASTENER	1	Box	48.77	48.77
43	Tape Cartridge	2	Piece	660.00	1,320.00
44	Special Paper, A4, Blue	3	Ream	872.67	2,618.01
45	Multicolor Paper, Yellow, legal size	1	Ream	495.00	495.00
46	Colored Bond/Multicopy Paper	3	Ream	513.33	1,539.99
47	MOUSE PAD	4	Piece	82.50	330.00
48	STICKY NOTES PAD	31	Pad	67.83	2,102.73
49	RULER	5	Piece	15.77	78.85
50	Synthetic Chamois	18	Piece	198.00	3,564.00
TOTAL ABC (P)					151,256.67

WHEREAS, the mode of procurement is based on Item C, Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, which provides that the Procuring Entity may resort to Shopping (b) for procurement of ordinary or regular office supplies and equipment not available in the DBM-PS;

WHEREAS, on 20 May 2022, the BAC published the Request for Quotation (**Annex "C"**) and invited five (5) suppliers of known qualifications to participate in said procurement, namely: 1) ZAB Enterprise, Inc.; 2) Sunshine Officelink Ventures Corp.; 3) Pro Pen Office Supplies and Equipment Trading; 4) Ryrah Merchandising; and 5) Ban Bee Commercial Co., Inc.;

WHEREAS, before the lapse of the deadline for submission of quotation at 2:00 in the afternoon on 24 May 2022, four (4) suppliers submitted quotations, viz: 1) Sunshine Officelink Ventures Corp.; 2) Ryrah Merchandising; 3) Pro Pen Office Supplies and Equipment Trading; and 4) Ban Bee Commercial Co., Inc.;

WHEREAS, the End-user forwarded to the BAC Secretariat its evaluation (**Annex "D"**) which found that a tie occurred between multiple bidders, particularly, a) Sunshine Officelink Ventures Corp; b) Ryrah Merchandising, c) Ban Bee Commercial Co., Inc., and d) Pro Pen Office Supplies & Equipment Trading. The breakdown of their tied quotations is as follows:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (P)	TOTAL PRICE (P)
13	BATTERY	17	Pack	50.00	850.00
16	STAPLE WIRE, standard	3	Box	35.00	105.00
19	CLIP, backfold, 19mm	17	Box	15.00	255.00
27	FILE TAB DIVIDER, legal	10	Set	25.00	250.00
40	PAPER, STICKER, for Laserjet Printer	5	Pack	80.00	400.00
42	PLASTIC FASTENER	1	Box	35.00	35.00
49	RULER	5	Piece	10.00	50.00

WHEREAS, Section 3.3. of Government Procurement Policy Board (GPPB) Circular 06-2005 dated 05 August 2005 provides that:

"However, in lieu of the pre-determined criteria set and declared in the bidding documents, the procuring entity may opt to bring the concerned bidders to agree on a better selection criteria which should also be nondiscretionary/non-discriminatory and is similarly based on sheer luck or chance".

WHEREAS, on 28 June 2022, the BAC Secretariat requested the presence of the suppliers concerned pursuant to the above Circular. However, no supplier has attended the tie-breaking held in a BAC meeting on 30 June 2022, 09:00 in the morning. The results are as follows:

BAN BEE COMMERCIAL CO., INC.					
ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
13	BATTERY	17	Pack	50.00	850.00
16	STAPLE WIRE, standard	3	Box	35.00	105.00
42	PLASTIC FASTENER	1	Box	35.00	35.00
49	RULER	5	Piece	10.00	50.00
SUNSHINE OFFICELINK VENTURES CORP.					
19	CLIP, backfold, 19mm	17	Box	15.00	255.00
RYRAH MERCHANDISING					
27	FILE TAB DIVIDER, legal	10	Set	25.00	250.00
PRO PEN OFFICE SUPPLIES & EQUIPMENT TRADING					
40	PAPER, STICKER, for Laserjet Printer	5	Pack	80.00	400.00

WHEREAS, the BAC finds the recommendation of the End-user in compliance with RA No. 9184 and its 2016 revised IRR; 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.

NOW, THEREFORE, for and in consideration of the foregoing, **WE**, the Members of the BAC, hereby **RECOMMEND** to the HoPE the following:

- 1) AWARD OF CONTRACT** via Shopping (b) to **SUNSHINE OFFICELINK VENTURES CORP.** for the **SUPPLY AND DELIVERY OF ADDITIONAL VARIOUS OFFICE SUPPLIES FOR 2ND QUARTER** in the amount of **TWO THOUSAND THREE HUNDRED SEVENTY-THREE PESOS ONLY (₱2,373.00)**, inclusive of all appropriate taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
19	CLIP, backfold, 19mm	17	Box	15.00	255.00
21	CLIP, backfold, 32mm	21	Box	29.00	609.00
25	ENVELOPE, expanding, plastic	9	Piece	53.00	477.00
37	Duct Tape 2"	9	Roll	98.00	882.00
38	Double Sided Tape	5	Roll	30.00	150.00
TOTAL BID AMOUNT (₱)					2,373.00

- 2) AWARD OF CONTRACT** via Shopping (b) to **RYRAH MERCHANDISING** for the **SUPPLY AND DELIVERY OF ADDITIONAL VARIOUS OFFICE SUPPLIES FOR 2ND QUARTER** in the amount of **FORTY-EIGHT THOUSAND SEVENTY-FOUR PESOS ONLY (₱48,074.00)**, inclusive of all appropriate taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
2	ALCOHOL	96	Bottle	50.00	4,800.00
4	NOTE PAD	30	Pad	33.00	990.00
12	TOILET TISSUE PAPER	150	Pack	100.00	15,000.00
14	BATTERY	13	Pack	50.00	650.00
18	DISINFECTANT SPRAY, aerosol type	41	Can	350.00	14,350.00
20	CLIP, backfold, 25mm	20	Box	20.00	400.00
22	CLIP, backfold, 50mm	13	Box	63.00	819.00
24	DATA FOLDER	32	Piece	115.00	3,680.00
27	FILE TAB DIVIDER, legal	10	Set	25.00	250.00
28	INDEX TAB, self-adhesive, transparent	7	Box	75.00	525.00
29	MARKER, whiteboard, black	1	Piece	30.00	30.00
30	MARKER, whiteboard, blue	1	Piece	30.00	30.00

31	PAPER CLIP, vinyl/plastic coated	19	Box	10.00	190.00
32	PAPER CLIP, vinyl/plastic coated	13	Box	20.00	260.00
34	SIGN PEN	24	Piece	10.00	240.00
35	SIGN PEN	2	Piece	10.00	20.00
36	Sign Here Tape Flags 680-3M	10	Pad	75.00	750.00
41	Envelope, Expanding	50	Piece	65.00	3,250.00
45	Multicolor Paper, Yellow, legal size	1	Ream	460.00	460.00
46	Colored Bond/Multicopy Paper	3	Ream	460.00	1,380.00
TOTAL BID AMOUNT (₱)					48,074.00

- 3) **AWARD OF CONTRACT** via Shopping (b) to **PRO PEN OFFICE SUPPLIES & EQUIPMENT TRADING**, for the **SUPPLY AND DELIVERY OF ADDITIONAL VARIOUS OFFICE SUPPLIES FOR 2ND QUARTER** in the amount of **ONE THOUSAND THREE HUNDRED SIXTY PESOS ONLY (₱1,360.00)**, inclusive of all appropriate taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
11	RECORD BOOK	6	Book	160.00	960.00
40	PAPER, STICKER, for Laserjet Printer	5	Pack	80.00	400.00
TOTAL BID AMOUNT (₱)					1,360.00

- 4) **AWARD OF CONTRACT** via Shopping (b) to **BAN BEE COMMERCIAL CO., INC.** for the **SUPPLY AND DELIVERY OF ADDITIONAL VARIOUS OFFICE SUPPLIES FOR 2ND QUARTER** in the amount of **THIRTY-FIVE THOUSAND ONE HUNDRED ELEVEN PESOS ONLY (₱35,111.00)**, inclusive of all appropriate taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	INSECTICIDE, aerosol type	3	Can	340.00	1,020.00
3	NOTE PAD	39	Pad	17.00	663.00
5	NOTE PAD	50	Pad	25.00	1,250.00
6	NOTEBOOK, stenographer	16	Piece	15.00	240.00
7	PAPER, MULTICOPY	91	Ream	190.00	17,290.00
8	PAPER, MULTICOPY	46	Ream	210.00	9,660.00
9	PAPER, MULTI-PURPOSE	10	Ream	170.00	1,700.00
10	PAPER, MULTI-PURPOSE	1	Ream	188.00	188.00
13	BATTERY	17	Pack	50.00	850.00
16	STAPLE WIRE, standard	3	Box	35.00	105.00
17	TAPE, electrical	2	Roll	55.00	110.00
26	ENVELOPE, mailing	2	Box	330.00	660.00
42	PLASTIC FASTENER	1	Box	35.00	35.00
44	Special Paper, A4, Blue	3	Ream	430.00	1,290.00
49	RULER	5	Piece	10.00	50.00
TOTAL BID AMOUNT (₱)					35,111.00

- 5) **DECLARE** procurement failure for the following items, due to insufficient quotations received:

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
15	GLUE, all-purpose	8	Jar	86.90	695.20
23	DATA FILE BOX	2	Piece	132.00	264.00
33	PHILIPPINE NATIONAL FLAG	1	Piece	550.00	550.00
39	FOLDER, REPORT COVER, A4 size	20	Piece	49.50	990.00
43	Tape Cartridge	2	Piece	660.00	1,320.00
47	MOUSE PAD	4	Piece	82.50	330.00
48	STICKY NOTES PAD	31	Pad	67.83	2,102.73
50	Synthetic Chamois	18	Piece	198.00	3,564.00

TOTAL ABC (P)	9,815.93
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6) **APPROVAL** of the foregoing result/s.

RESOLVED, at the DOST-ASTI, Quezon City, this 06th day of July 2022.

MAY C. CAYABAN
End-user

GIRLIE D. FERNANDEZ
BAC Member

ROXANNE S. AVIÑANTE
BAC Member

JOVEN C. JAVIER
BAC Member

MARY DROL DEE Q. GILLA
BAC Member

EMMANUEL P. BALINTEC
BAC Vice Chairperson

BAYANI BENJAMIN R. LARA
BAC Chairperson

APPROVED/DISAPPROVED:

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

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