



12 May 2022

**ASTI – BIDS AND AWARDS COMMITTEE  
BAC Resolution No. 22-05-064**

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

Purchase Request No.	:	<b>GAA-22-03-13424</b>
Date of Purchase Request	:	<b>23 March 2022</b>
Request for Quotation No.	:	<b>22-04-3807</b>
Solicitation No.	:	<b>22-04-3807</b>
PhilGEPS Reference No.	:	<b>8614259</b>
Approved Budget for the Contract	:	<b>₱180,573.14</b>

**WHEREAS**, the Finance and Administrative Division submitted to the Bids and Awards Committee (BAC) Purchase Request No. GAA-22-03-13424 for the Supply and Delivery of Various Office Supplies (2nd Quarter) (**Annex “A”**) with an Approved Budget for the Contract amounting to One Hundred Eighty Thousand Five Hundred Seventy-Three Pesos & 14/100 Only (₱180,573.14) which was included in the Supplemental Annual Procurement Plan (APP) No. 5 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	ALCOHOL, isopropyl	100	Bottle	119.63	11,963.00
2	PAPER, MULTICOPY	11	Ream	242.88	2,671.68
3	BATTERY, dry Cell	60	Pack	82.50	4,950.00
4	DATA FOLDER	33	Piece	201.30	6,642.90
5	SIGN PEN	95	Piece	52.36	4,974.20
6	FILE TAB DIVIDER	4	Set	47.96	191.84
7	FILE TAB DIVIDER	3	Set	51.48	154.44
8	TAPE, transparent	3	Roll	59.68	179.04
9	TAPE, packaging	7	Roll	65.18	456.26
10	BATTERY	68	Pack	70.40	4,787.20
11	MARKER	50	Piece	34.43	1,721.50
12	MARKER	50	Piece	34.43	1,721.50
13	DISINFECTANT SPRAY	40	Can	599.50	23,980.00
14	ALCOHOL	89	Bottle	122.38	10,891.82
15	TAPE DISPENSER	2	Piece	167.75	335.50
16	AA Rechargeable Battery	10	Pack	297.00	2,970.00
17	3-Hole Puncher	1	Piece	1,324.40	1,324.40
18	KN95 MASK	10	Box	253.00	2,530.00
19	Nitrile Gloves	13	Box	797.50	10,367.50
20	2TB Harddisk Drive, Blue	2	Piece	6,134.33	12,268.66
21	Tissue	70	Pack	87.45	6,121.50
22	Fluorescent Lamp	50	Piece	291.50	14,575.00
23	LED Light Bulb	50	Piece	203.50	10,175.00
24	LED Light Bulb	3	Piece	269.50	808.50
25	Electrical Tape	10	Roll	51.33	513.30
26	Disposable Latex gloves	1	Box	682.00	682.00
27	Disposable Latex gloves	1	Box	674.67	674.67
28	Toner Cartridge	1	Cart	5,390.00	5,390.00
29	Toner Cartridge	1	Cart	5,445.00	5,445.00
30	Toner Cartridge	1	Cart	5,445.00	5,445.00
31	Toner Cartridge	1	Cart	5,445.00	5,445.00
32	001 Ink Black	6	Piece	815.38	4,892.28
33	001 Ink Yellow	5	Piece	746.63	3,733.15
34	001 Ink Magenta	5	Piece	746.63	3,733.15
35	001 Ink Cyan	5	Piece	746.63	3,733.15
36	Whiteboard with aluminum frame	1	Piece	4,125.00	4,125.00
<b>TOTAL ABC (₱)</b>					<b>180,573.14</b>

**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 21 April 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) ASG Office Supplies, (2) Sunshine Officelink Ventures, (3) Pro Pen Office Supplies and Equipment Trading, (4) Ryrh Merchandising, and (5) Supply Me Trading;

**WHEREAS**, the End-user forwarded to the BAC Secretariat its evaluation (**Annex “D”**) which found the offers of Ryrh Merchandising and Sunshine Officelink Ventures Corp compliant with the eligibility requirements and specifications, which were verified by the BAC. Their quotations, with total amounts of Nineteen Thousand Sixty-Five Pesos Only (₱19,065.00) and Eight Thousand One Hundred Pesos Only (₱8,100.00) inclusive of all government taxes and fees, are deemed the most advantageous to the government, as the lowest calculated responsive quotations, respectively;

**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 **RYRAH MERCHANDISING** for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (2ND QUARTER)** in the amount of **NINETEEN THOUSAND SIXTY-FIVE PESOS ONLY (₱19,065.00)**, inclusive of all appropriate taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
1	ALCOHOL, isopropyl	100	Bottle	50.00	5,000.00
2	PAPER, MULTICOPY	11	Ream	215.00	2,365.00
4	DATA FOLDER	33	Piece	115.00	3,795.00
5	SIGN PEN	95	Piece	15.00	1,425.00
8	TAPE, transparent	3	Roll	40.00	120.00
9	TAPE, packaging	7	Roll	30.00	210.00
11	MARKER	50	Piece	30.00	1,500.00
14	ALCOHOL	89	Bottle	50.00	4,450.00
15	TAPE DISPENSER	2	Piece	100.00	200.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>19,065.00</b>

- 2) AWARD OF CONTRACT** via Shopping (b) to **SUNSHINE OFFICELINK VENTURES CORP** for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES (2ND QUARTER)** in the amount of **EIGHT THOUSAND ONE HUNDRED PESOS ONLY (₱8,100.00)**, inclusive of all appropriate taxes and fees;

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
32	001 Ink Black	6	Piece	400.00	2,400.00
33	001 Ink Yellow	5	Piece	380.00	1,900.00
34	001 Ink Magenta	5	Piece	380.00	1,900.00
35	001 Ink Cyan	5	Piece	380.00	1,900.00
<b>TOTAL BID AMOUNT (₱)</b>					<b>8,100.00</b>

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

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE (₱)	TOTAL PRICE (₱)
3	BATTERY, dry Cell	60	Pack	82.50	4,950.00
6	FILE TAB DIVIDER	4	Set	47.96	191.84
7	FILE TAB DIVIDER	3	Set	51.48	154.44
10	BATTERY	68	Pack	70.40	4,787.20
12	MARKER	50	Piece	34.43	1,721.50
13	DISINFECTANT SPRAY	40	Can	599.50	23,980.00
16	AA Rechargeable Battery	10	Pack	297.00	2,970.00

17	3-Hole Puncher	1	Piece	1,324.40	1,324.40
18	KN95 MASK	10	Box	253.00	2,530.00
19	Nitrile Gloves	13	Box	797.50	10,367.50
20	2TB Harddisk Drive, Blue	2	Piece	6,134.33	12,268.66
21	Tissue	70	Pack	87.45	6,121.50
22	Fluorescent Lamp	50	Piece	291.50	14,575.00
23	LED Light Bulb	50	Piece	203.50	10,175.00
24	LED Light Bulb	3	Piece	269.50	808.50
25	Electrical Tape	10	Roll	51.33	513.30
26	Disposable Latex gloves	1	Box	682.00	682.00
27	Disposable Latex gloves	1	Box	674.67	674.67
28	Toner Cartridge	1	Cart	5,390.00	5,390.00
29	Toner Cartridge	1	Cart	5,445.00	5,445.00
30	Toner Cartridge	1	Cart	5,445.00	5,445.00
31	Toner Cartridge	1	Cart	5,445.00	5,445.00
36	Whiteboard with aluminum frame	1	Piece	4,125.00	4,125.00
<b>TOTAL ABC (P)</b>					<b>124,645.51</b>

4) **APPROVAL** of the foregoing result/s.

**RESOLVED**, at the DOST-ASTI, Quezon City, this 05<sup>th</sup> day of May 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

/bac-sec/vrs/vvvv