



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. NTC (PB) – 27 – 21

**RESOLUTION RECOMMENDING AWARD OF THE CONTRACT ON THE LEASE OF
PHOTOCOPYING/SCANNING MACHINES FOR FY 2022**

WHEREAS, the Department of Foreign Affairs, through the authorized appropriations under the FY 2022 National Expenditure Program (NEP), intends to apply the sum of Twenty-Four Million Five Hundred Nine Thousand Two Hundred Eighty Pesos and Twenty-Four Centavos (*PhP 24,509,280.24*) – the Approved Budget for the Contract (ABC) for the *Procurement for the Lease of Photocopying/Scanning Machines for FY 2022*;

WHEREAS, the said Approved Budget for the Contract is chargeable against respective offices' Rents – Equipment and OFMS Auditing Services under FY 2022 MOOE;

WHEREAS, on 30 November 2021, the Bids and Awards Committee (BAC) Secretariat posted for seven (7) consecutive calendar days the *Invitation to Bid* for the *Procurement for the Lease of Photocopying/Scanning Machines for FY 2022* on the DFA and PhilGEPS websites, and conspicuous places within the premises of the DFA, in accordance with Section 21.2 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184;

WHEREAS, on 07 December 2021, the BAC held a *Pre-Bid Conference*, to discuss the eligibility requirements and the technical and financial components of the contract to be bid, in which five (5) prospective bidders attended namely: U-Bix, Photopro Trading Quezon City Branch, E-Copy Corporation, Otus Copy Systems, Inc., Quartz Business Products Corporation;

WHEREAS, Supplemental/Bid Bulletin No. 1 (07 December 2021), amending and clarifying information in the bidding documents, was posted on the PhilGEPS and DFA websites for at least seven (7) consecutive days before the deadline for submission and opening of bids, pursuant to Section 22.5.2 of the IRR of RA 9184;

WHEREAS, on 20 December 2021, the deadline for the submission and receipt of bids as well as the date of opening thereof, only Otus Copy Systems, Inc, submitted a bid which the BAC determined to be as follows:

Name of Bidder	Eligibility and Technical Component	Financial Component
<i>Otus Copy Systems, Inc.</i>	Compliant	Nineteen Million Three Hundred Seventy-Five Thousand Ten Pesos and Seventy Centavos

		(PhP 19,375,010.70)
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WHEREAS, the BAC declared **Otus Copy Systems, Inc.** as having the Single Lowest Calculated Bid, and subjected it to Post-Qualification on 23 December 2021, pursuant to Section 34.2 of the IRR of RA 9184, to determine whether it complied with and was responsive to all the requirements and conditions specified in the Bidding Documents;

WHEREAS, during the post-qualification of bids and after careful consideration, the BAC determined that the bid of **Otus Copy Systems, Inc.** was compliant with and responsive to all the requirements and conditions specified in the Bidding Documents;

NOW, THEREFORE, we, the members of the Bids and Awards Committee, unanimously RESOLVE to RECOMMEND the award of the Contract on the Lease of Photocopying/Scanning Machine for FY 2022 to **Otus Copy Systems, Inc.** for having submitted the Single Lowest Calculated and Responsive Bid in the amount of **Nineteen Million Three Hundred Seventy-Five Thousand Ten Pesos and Seventy Centavos (PhP 19,375,010.70) only**, pursuant to Section 37 of the revised IRR of RA 9184.

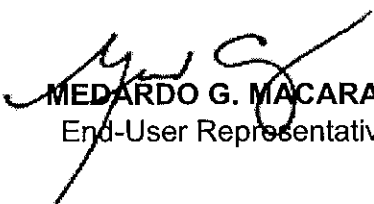
ADOPTED this 1st day of January 2022, Pasay City.


NARCISO T. CASTAÑEDA
BAC Chairperson *new*


ZOILO A. VELASCO
Vice-Chairperson


JED ELROY E. RENDOR
BAC Member


KERWIN ORVILLE C. TATE
Alternate BAC Member


MEDARDO G. MACARAIG
End-User Representative

Approved:

By the Authority of the Secretary of Foreign Affairs:



SARAH LOU Y. ARRIOLA

Undersecretary and
Head of Procuring Entity