



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**BIDS AND AWARDS COMMITTEE**  
**BAC Resolution No. CPM-278-22**

**RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 52.1(b) (SHOPPING) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE SUPPLY AND DELIVERY OF LETTERHEAD AND MAILING ENVELOPE FOR THE OFFICIAL USE OF UNIO**

**WHEREAS**, the Office of United Nations and International Organizations (UNIO) intends to procure letterhead and mailing envelope for its official use;

**WHEREAS**, the supply and delivery of letterhead and mailing envelope for the official use of UNIO, as listed under Purchase Request No. 09-04222, with an Approved Budget for the Contract (ABC) of Eighty – Three Thousand Six Hundred Fifty Pesos (PhP 83,650.00) only, chargeable against UNIO's FY2022 MOOE, is included in the Department's Supplemental Annual Procurement Plan (SAPP) for FY 2022;

**WHEREAS**, Section 52.1(b) of the revised Implementing Rules and Regulations of Republic Act (RA) No. 9184 ("IRR," hereinafter), otherwise known as the "Government Procurement Reform Act of 2003", allows an agency to resort to Shopping as a method of procurement of goods whereby the procuring entity requests the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualification in the procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding one million pesos (PhP 1,000,000.00);

**WHEREAS**, Section 52.1(b) of the IRR applies to this procurement, as the Department of Budget and Management – Procurement Service (DBM-PS) and Office of Assets Management and Support Services (OAMSS) certified that the items being procured by UNIO are not included in the Procurement Service price list;

**WHEREAS**, Annex H(IV)(J) of the IRR allows the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue to be delegated to the end-user unit or any other appropriate bureau, committee, or support unit duly authorized by the BAC;

**WHEREAS**, pursuant to Item No. (V)(D)(8)(b)(iii) of Annex "H" of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, a Request for Quotation (RFQ) was posted on the Philippine Government Electronic Procurement System (PhilGEPS) website for three (3) consecutive days, from 06 to 11 October 2022;

**WHEREAS**, in compliance with Item No. (V)(C)(2)(b)(iv), Annex H of the IRR, separate Requests for Quotation (RFQ) were also sent to at least three (3) potential suppliers;

**WHEREAS**, in response to the solicitation of offers, quotations were received from: the CKCO Enterprises (PhP 82,500.00), the ACE-J Summit Innovations, Inc. (PhP 81,500.00), and the **Specz Printshop**, which submitted the lowest calculated and responsive quotation in the amount of *Seventy Thousand Four Hundred Ninety Pesos* (PhP 70,490.00) only;

**NOW, THEREFORE**, we, the members of the Bids and Awards Committee of the Department, RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) resort to Shopping as the alternative method of procurement for the supply and delivery of letterhead and mailing envelope for the official use of UNIO from **Specz Printshop**, subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED**, this 2<sup>nd</sup> day of November 2022, Pasay City.

  
**CHARLIE P. MANANGAN**  
BAC Chairperson.

  
**ANTHONY S. AGUIRRE**  
Alternate BAC Vice Chairperson

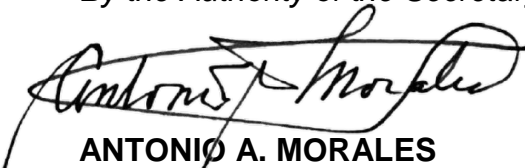
  
**LYZA MARIA S. VIEJO**  
BAC Member

  
**MARC THEODORE P. BENIGNO**  
Alternate BAC Member

  
**KIRA CHRISTIANNE D. AZUCENA**  
Representative of the End-user

Approved:

By the Authority of the Secretary of Foreign Affairs:

  
**ANTONIO A. MORALES**  
Undersecretary  
and Head of the Procuring Entity



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DFA-UA-BAC-31 | Effectivity Date: 14 June 2022 | Revision: 00

**NOTICE OF AWARD**

02 November 2022

**Sir/Madam:**

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department of Foreign Affairs (DFA) as contained in its Resolution No. **CPM-278-22**, the Department is awarding the contract on the following project/procurement to your firm, **Specz Printshop**:

<b>Project Title</b>	<b>End-User Unit</b>
Supply and delivery of letterhead and mailing envelope for the official use of UNIO	UNIO

The contract has a total cost of **Seventy Thousand Four Hundred Ninety Pesos (PhP 70,490.00)** only, including taxes and other lawful charges.

This award and the implementation of the project/procurement are subject to the signing of a contract and compliance with all applicable accounting and auditing rules and regulations.

Very truly yours,

**ANTONIO A. MORALES**  
Undersecretary and  
Head of the Procuring Entity

**SPECZ PRINTSHOP**

21 Ground/F Cargo Village Complex,  
Sto. Nino, Parañaque City