



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. (NTC) 72-22

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 52.1(b) (SHOPPING) AS ALTERNATIVE METHOD OF PROCUREMENT OF TYPEWRITER CARBON C-RIBBONS AND DRY LIFT-OFF TAPES FOR THE OFFICIAL USE OF THE OFFICE OF FINANCIAL MANAGEMENT SERVICES (OFMS)

WHEREAS, the Office of Financial Management Services (OFMS) intends to procure ICT office supplies consisting of two hundred (200) pieces of typewriter carbon C-ribbons and one hundred (100) boxes of dry lift-off tapes for its official use;

WHEREAS, OFMS' procurement of ICT office supplies consisting of typewriter carbon C-ribbons and dry lift-off tapes, with an Approved Budget for the Contract (ABC) of *Two Hundred Twenty-Five Thousand Pesos* (PhP 225,000.00) only, is included in the Department's Supplemental Annual Procurement Plan (SAPP) for FY 2022;

WHEREAS, Section 52.1(b) of the IRR applies to this procurement, as the Office of Assets Management and Support Services (OAMSS) certified that the item being procured by OFMS is 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, starting on 30 April 2022 to 4 May 2022;

WHEREAS, in compliance with Item No. (V)(D)(8)(b)(ii), Annex H of the IRR, separate Requests for Quotation (RFQ) were also sent to at least three (3) potential suppliers/contractors;

WHEREAS, in response to the solicitation of offers, quotations were received from: 999 *Clique Enterprises* (PhP 175,100.00), the *ALX Trading* (PhP 131,300.00), the *CKCO Enterprises* (PhP 216,500.00), *Ban Bee Commercial Co., Inc.* (PhP 2330 Roxas Blvd., Pasay City. 1300 Philippines

Tel. No. 834 - 4000

www.dfa.gov.ph

79,800.00; failed, not compliant with the technical specifications- ribbon doesn't fit the machine) and the **Catalog Office and Imaging Supplies, Inc.**, which submitted the lowest calculated and most responsive quotation in the amount of *Eighty-Five Thousand Two Hundred Pesos* (PhP 85,200.00) only;

NOW, THEREFORE, we, the members of the Bids and Awards Committee of the Department, RESOLVE to RECOMMEND to the Acting Head of the Procuring Entity (HOPE) resort to Shopping as the alternative method of procurement of typewriter ribbons and dry lift-off tapes from **Catalog Office and Imaging Supplies, Inc.**, subject to the above-mentioned requirements, and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

ADOPTED, this day of 16th day of May 2022, Pasay City.


NARCISO T. CASTAÑEDA
BAC Chairperson

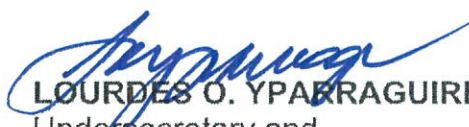

PAUL VINCENT L. UY
BAC Vice-Chairperson

JED ELROY E. RENDOR
BAC Member


JULES PATRICK A. AGUILA
BAC Alternate Member


SULPICIO M. CONFIADO
Representative of the End-user

Approved:
By the Authority of the Secretary of Foreign Affairs:


LOURDES O. YPARRAGUIRRE
Undersecretary and
Acting Head of the Procuring Entity



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NOTICE OF AWARD

16 May 2022

Sir/Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department of Foreign Affairs as contained in Resolution No. (NTC) 72 - 22, the Department is awarding the contract on the procurement of typewriter ribbons and dry lift-off tapes, to your firm, the **Catalog Office and Imaging Supplies, Inc.**, with a total cost of *Eighty-Five Thousand Two Hundred Pesos (PhP 85,200.00)* only, including taxes and other lawful charges, subject to the Department's accounting and auditing rules and regulations and the signing of a contract.

Very truly yours,


LOURDES O. YPARRAGUIRRE
Undersecretary and
Acting Head of the Procuring Entity

Catalog Office and Imaging Supplies, Inc.
436 Yuchengco St. Binondo 027
Brgy 289, Manila