



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF CONSULAR AFFAIRS  
BIDS AND AWARDS COMMITTEE  
(OCA BAC)

BAC Resolution No. OCA-102-22

**RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 52.1(b) (SHOPPING) AS ALTERNATIVE METHOD OF PROCUREMENT OF OTHER OFFICE SUPPLIES AND MATERIALS FOR THE OFFICIAL USE OF CONSULAR OFFICE (CO)-CLARIN**

**WHEREAS**, the Consular Office in Clarin (CO-Clarin) intends to procure other office supplies and materials for its official use;

**WHEREAS**, the procurement of other office supplies and materials by CO-Clarin, as listed under Purchase Request No. CLA-02-2022, with an Approved Budget for the Contract (ABC) of *Seventy Thousand Five Hundred Sixty-Six Pesos* (PhP 70,566.00) only, chargeable against OCA's 2022 MOOE for Office Supplies and Materials, 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 Office of Asset Management and Support Services (OAMSS) and PS-DBM Regional Depot in Cagayan De Oro certified that the items being procured by *CO-Clarin* 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, starting on 18 September 2022 to 22 September 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: AV Office Supplies & Consumer Goods (PhP 72,785.00; failed, quotation beyond the ABC), SECC Computer Sales Services & Enterprises (PhP 72,120.00; failed, quotation is beyond the ABC), and **Sitio Arvin Enterprises**, which submitted the lowest calculated and responsive quotation in the amount of Seventy Thousand Five Hundred Pesos (PhP 70,500.00) 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 of other office supplies and materials for the official use of CO-Clarín from **Sitio Arvin Enterprises**, subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED**, this 12<sup>th</sup> day of October 2022, Pasay City.

  
**HENRY S. BENSURTO, JR.**  
OCA-BAC Chairperson

  
**CHRISTIAN L. DE JESUS**  
OCA-BAC Vice-Chairperson

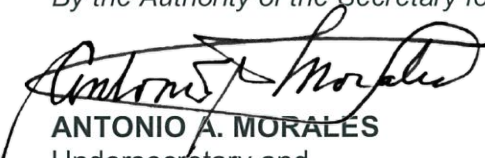
  
**DYAN KRISTINE B. MIRANDA-PASTRANA**  
OCA-BAC Member

  
**MARX IAN A. RULLODA**  
OCA-BAC Member

  
**MARICAR S. YAMBAO**  
Representative of the End-user

Approved:

By the Authority of the Secretary for Foreign Affairs:

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



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**NOTICE OF AWARD**

12 October 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. OCA-102-22, the Department is awarding the contract on the following project/procurement to your firm, **Sitio Arvin Enterprises**:

<b>Project Title</b>	<b>End-User Unit</b>
Procurement of Other Office Supplies and Materials for the Official Use of CO Clarin	CO Clarin

The contract has a total cost of **Seventy Thousand Five Hundred Pesos (PhP 70,500.00)** 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

**Sitio Arvin Enterprises**

Brgy. Poblacion I,  
Clarin, Misamis Occidental