



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS  
**BIDS AND AWARDS COMMITTEE**  
**BAC Resolution No. OCA-216-22**

**RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.9 (SMALL VALUE PROCUREMENT) FOR THE SUPPLY AND DELIVERY OF FIRST AID KITS FOR THE OFFICIAL USE TEMPORARY OFF-SITE PASSPORT SERVICES (TOPS) PERSONNEL**

**WHEREAS**, the Office of Consular Affairs (OCA) intends to procure first aid kits for the official use of Temporary Off-site Passport Services (TOPS) personnel;

**WHEREAS**, the supply and delivery of first aid kits for the official use of Temporary Off-site Passport Services (TOPS) personnel, as listed in Purchase Request no. 10-00822, by OCA, with an Approved Budget for the Contract (ABC) of Eighty Thousand Two Hundred Twenty – Three Pesos (PhP 80,223.00) only, chargeable against OCA’s 2022 MOOE for Other Supplies and Materials, is included in the Department’s Supplemental Annual Procurement Plan (SAPP) for FY 2022;

**WHEREAS**, Section 53.9 of the 2016 revised Implementing Rules and Regulations (“IRR,” hereinafter) of R.A. 9184, otherwise known as the “Government Procurement Reform Act of 2003”, allows an agency to resort to Small Value Procurement as alternative method of procurement where the amount involved does not exceed the threshold amount of One Million Pesos (PhP 1,000,000.00) as prescribed in Annex “H” thereof;

**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 28 October to 03 November 2022;

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

**WHEREAS**, in response to the solicitation of offers, quotations were received from the following suppliers:

<b>Name of Supplier</b>	<b>Total Price</b>
Titus 118 Non-Specialized Wholesale Trading	PhP 79,781.00
A.M.J Medical Equipment and Supplies Trading	PhP 79,560.00

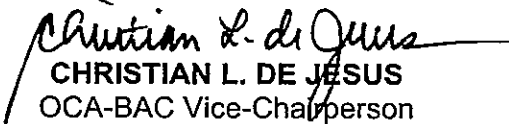
Reliqua Trading	PhP 79,537.90
Rutaquio Medical Supply Trading	PhP 77,350.00

**WHEREAS**, the *Rutaquio Medical Supply Trading* submitted the lowest calculated and responsive quotation in the amount of *Seventy – Seven Thousand Three Hundred Fifty Pesos (PhP 77,350.00)* 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 Negotiated Procurement as the alternative method of procurement for the supply and delivery of first aid kits for the official use of Temporary Off-site Passport Services (TOPS) personnel from *Rutaquio Medical Supply Trading*, subject to the abovementioned 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 December 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 IANA A. RULLODA**  
OCA-BAC Member

  
**WINSTON DEAN S. ALMEDA**  
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



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

**NOTICE OF AWARD**

12 December 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-216-22**, the Department is awarding the contract on the following project/procurement to your firm, **Rutaquio Medical Supply Trading**:

Project Title	End-User Unit
Supply and delivery of first aid kits for the official use of Temporary Off-site Passport Services (TOPS) personnel	OCA

The contract has a total cost of **Seventy – Seven Thousand Three Hundred Fifty Pesos (PhP 77,350.00)** 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

**RUTAQUIO MEDICAL SUPPLY TRADING**

Blk 6 Lot 2 Narra Cor Mahogany St.,  
Little Tanay Ville, Brgy. Tandang Kutyo,  
Tanay, Rizal

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