



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**BIDS AND AWARDS COMMITTEE**  
**BAC Resolution No. SMC-PB-50-2023**

**RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF  
CONTRACT FOR THE LEASE OF PHOTOCOPYING/SCANNING MACHINES  
FOR THE DEPARTMENT OF FOREIGN AFFAIRS FOR FY 2024**

**WHEREAS**, the Department of Foreign Affairs (DFA), through the authorized appropriations under the National Expenditure Program (NEP) FY 2024, intends to apply the sum of Eighteen Million Four Hundred Fifty-Two Thousand Nine Hundred Pesos (PhP 18,452,900.00) only, the Approved Budget for the Contract (ABC) for the Procurement of Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs for FY 2024 with identification number PB-GS-36-2023-EP12;

**WHEREAS**, the ABC is chargeable against the respective offices' Maintenance and Other Operating Expenses (MOOE) for FY 2024;

**WHEREAS**, on 20 November 2023, the Bids and Awards Committee (BAC) conducted a **Pre-Procurement Conference** to discuss the Technical Specifications/Terms of Reference for the procurement project;

**WHEREAS**, on 29 November 2023, the BAC Secretariat posted for seven (7) consecutive calendar days the **Invitation to Bid** for the Procurement of Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs 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) No. 9184;

**WHEREAS**, on 01 December 2023, the BAC issued Supplemental Bid No.1 revising the Invitation to Bid;

**WHEREAS**, on 06 December 2023, the BAC held a **Pre-Bid Conference** to discuss the eligibility requirements and the technical and financial components of the contract to be bid, which was attended by U-BIX Corporation, Quartz Business Products, and Otus Copy Systems, Inc.;

**WHEREAS**, on 06 December 2023, the BAC issued Supplemental Bid No.2 amending the distribution list for the procurement project;

**WHEREAS**, on 13 December 2023, the BAC issued Supplemental Bid No.3 changing the date of the Post Qualification to 27 December 2023 in view of Proclamation No. 425, s. 2023, declaring 26 December as a Special (Non-working) day;

**WHEREAS**, on 20 December 2023, the deadline for the **submission and receipt of bids** as well as the **date of opening** thereof, U-BIX Corporation and Otus Copy Systems, Inc. submitted bids for the said procurement activity, the details of which are as follows:

<b>Bidders</b>	<b>Eligibility and Technical Component</b>	<b>Financial Component</b>
U-BIX Corporation	Compliant	Php 11,591,200.00
Otus Copy Systems, Inc.	Non-compliant with the submission of statement of non-applicability of Joint Venture Agreement	Sealec


**WHEREAS**, the BAC declared U-BIX Corporation as having the Single Calculated Bid, and subjected it to **Post-Qualification** on 26 December 2023, pursuant to Section 34.2 of the IRR of RA No. 9184;


**WHEREAS**, during the Post-qualification of bids and after careful evaluation, the BAC and End-user representatives determined that the bid of *U-BIX Corporation* 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, RESOLVE to RECOMMEND the **award of the contract for the Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs for FY 2024 to U-BIX Corporation** for having submitted the Single Calculated and Responsive Bid in the amount of **Eleven Million Five Hundred Ninety-One Thousand Two Hundred Pesos (PhP 11,591,200.00) only** pursuant to Section 37 of the revised IRR of RA 9184.

ADOPTED this 29<sup>th</sup> of December 2023, Pasay City.

  
**SULPICIO M. CONFIADO**  
BAC Chairperson

  
**ARVIC V. AREVALO**  
BAC Vice-Chairperson

  
**ALEX O. VALLESPIN**  
BAC Member

  
**CONRADO B. DEMDEM JR.**  
BAC Member

  
**NOEL L. RODRIGUEZ**  
BAC Member


  
**MARCO FREDERICK B. HARDER**  
Provisional BAC Member

  
**JUDY B. RAZON**  
Alternate Member

  
**CATHERINE F. ALPAY**  
Alternate Member

  
**PATRICK JOHN HILADO**  
End-User Representative

Approved:

  
**ENRIQUE A. MANALO**  
Secretary for Foreign Affairs  
and Head of the Procuring Entity