



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BIDS AND AWARDS COMMITTEE

BAC Resolution No. HO-242-24

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT UNDER SECTION 52.1(b) (SHOPPING) FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE OFFICIAL USE OF THE HUMAN RESOURCES MANAGEMENT OFFICE (HRMO)

WHEREAS, the Human Resources Management Office ("HRMO") intends to procure various office supplies for its official use;

WHEREAS, the procurement of various office supplies, as listed under Purchase Request No. 07-08524, with an Approved Budget for the Contract ("ABC") of *Seventy-Eight Thousand Three Hundred Twenty-Eight 20/100 Pesos* (PhP 78,328.20) only, chargeable against HRMO's FY 2024 MOOE under Office Supplies Expenses; Other Supplies and Materials Expenses; and ICT Office Supplies, is included in the Department's Supplemental Annual Procurement Plan ("SAPP") for FY 2024;

WHEREAS, Section 52.1(b) of the Revised Implementing Rules and Regulations ("IRR") of Republic Act ("RA") No. 9184, 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 based on the Certificate of Non-Availability of Stocks ("CNAS") from the PS-DBM Website and as certified by the Office of Asset Management and Support Service – Property and Support Services Division ("OAMSS-PSSD") that the items being procured by HRMO are not included in the Procurement Service price list;

WHEREAS, pursuant to Item No. (V)(C)(2)(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 at least three (3) calendar days, from 13 August to 16 August 2024;

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/contractors, namely: 347 School Office Supplies Inc.; DFA Multi-Purpose Cooperative; Ban Bee Commercial Co., Inc.; CKCO Enterprises; Ber Office Supplies

Trading; Tri-Green Supply and Technology Solutions, Inc.; Quinns School and Office Supplies Trading; and Fuzionix Marketing;

WHEREAS, in response to the solicitation of offers, quotations were received from: CKCO Enterprises (PhP 68,525.00; Passed), Ban Bee Commercial Co., Inc. (PhP 71,075.00; Passed), DFA Multi-Purpose Cooperative (PhP 78,328.20; Passed), and **347 School Office Supplies Inc.**, which submitted the lowest calculated and most responsive quotation in the amount of *Fifty-Four Thousand Four Hundred Twenty Pesos* (PhP 54,420.00) 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 resort to Section 52.1(b) (Shopping) as the alternative method of procurement for the procurement of various office supplies to **347 School Office Supplies Inc.**, subject to the abovementioned requirements, and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

ADOPTED, this 9th day of September 2024, Pasay City.


EDGAR B. BADAJOS
BAC Chairperson


JASON JOVENCIO A. ANASARIAS
BAC Vice Chairperson


ANNA MARIE MAE R. GUERRA
BAC Member


MARC THEODORE P. BENIGNO
BAC Member


CHRISTOPHER B. MONTERO
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

9 September 2024

Sir/Madam:

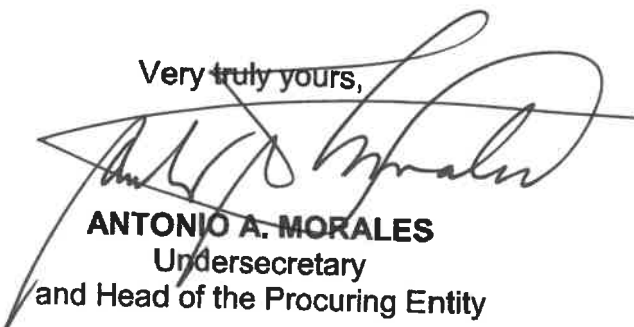
Please be informed that, upon the recommendation of the Bids and Awards Committee ("BAC") of the Department of Foreign Affairs ("DFA") as contained in its Resolution No. **HO-242-24**, the Department is awarding the contract on the following project/procurement to your firm, **347 School Office Supplies Inc.:**

Project Title	End-User Unit
PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR THE OFFICIAL USE OF THE HUMAN RESOURCES MANAGEMENT OFFICE (HRMO)	HRMO

The contract has a total cost of *Fifty-Four Thousand Four Hundred Twenty Pesos* (PhP 54,420.00) only, inclusive of 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

347 School Office Supplies Inc.
San Vicente St. Corner Tomas Pinpin
Manila