



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BIDS AND AWARDS COMMITTEE

BAC Resolution No. HO-272-24

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT UNDER SECTION 52.1(b) (SHOPPING) FOR THE PROCUREMENT OF OFFICE SUPPLIES FOR THE OFFICIAL USE OF THE CONSULAR OFFICE (CO) TAGUM

WHEREAS, the Consular Office (“CO”) Tagum intends to procure office supplies for its official use;

WHEREAS, the procurement of office supplies for the official use of CO Tagum, as listed under Purchase Request No. 2024-07003, with an Approved Budget for the Contract (“ABC”) of *Eighty Thousand Pesos* (PhP 80,000.00) only, chargeable against OCA's FY 2024 MOOE under Office Supplies Expenses, 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 Services – Property and Support Services Division (“OAMSS-PSSD”) that the items being procured by CO Tagum 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 22 to 29 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: TGSR Stationary Trading; ECV Office Supplies Warehouse, Inc.; and V.S. Tay Incorporated;

WHEREAS, in response to the solicitation of offers, quotations were received from: TGSR Stationary Trading (PhP 78,660.80; Passed); ECV Office Supplies Warehouse (PhP 75,860.00; Passed), and **V.S. Tay Incorporated**, which submitted

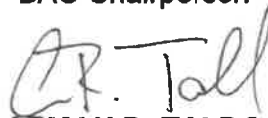
the lowest calculated and responsive quotation in the amount of *Seventy-Five Thousand Six Hundred Twenty-Five Pesos (PhP 75,625.00)* only;

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 Section 52.1(b) (Shopping) as the alternative method of procurement for the procurement of office supplies for the official use of CO Tagum to **V.S. Tay Incorporated**, subject to the abovementioned requirements, and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

ADOPTED, this 22nd day of October 2024, Pasay City.



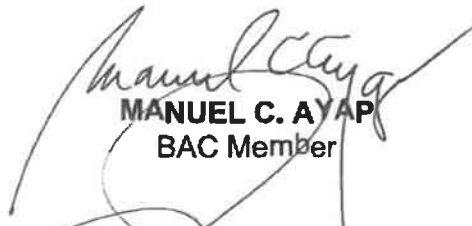
ADELIO ANGELITO S. CRUZ
BAC Chairperson



ARMAN R. TALBO
BAC Vice Chairperson



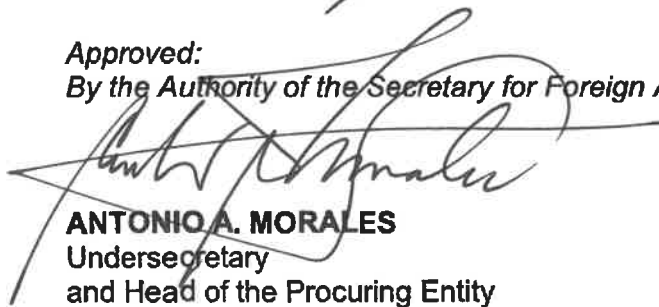
LEILANI S. FELICIANO
BAC Member



MANUEL C. AYAP
BAC Member

CONRADO B. DEMDEM, JR.
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

22 October 2024

Sir/Madam:

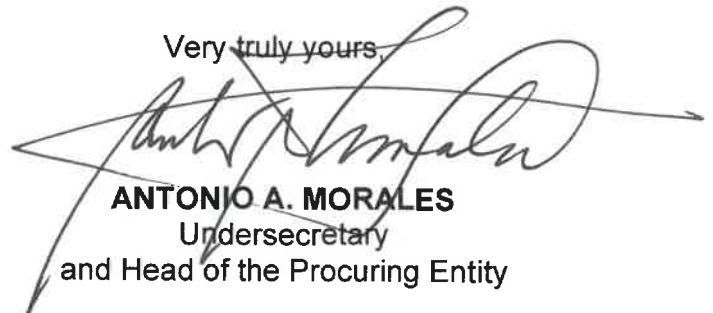
Please be informed that, upon the recommendation of the Bids and Awards Committee ("BAC") of the Department of Foreign Affairs ("DFA") as contained in its Resolution No. **HO-272-24**, the Department is awarding the contract on the following project/procurement to your firm, **V.S. Tay Incorporated**:

Project Title	End-User Unit
PROCUREMENT OF OFFICE SUPPLIES FOR THE OFFICIAL USE OF THE CONSULAR OFFICE (CO) TAGUM	CO Tagum

The contract has a total cost of *Seventy-Five Thousand Six Hundred Twenty-Five Pesos* (PhP 75,625.00) 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

V.S. Tay Incorporated
124 Ramon Magsaysay Avenue
Davao City