



**DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS**



**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. HO-654-24**

**RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT  
UNDER SECTION 52.1(b) (SHOPPING) FOR THE PROCUREMENT OF  
LEARNING KITS, SUPPLIES, EQUIPMENT AND OTHER SEMI-EXPENDABLE  
ITEMS FOR THE DFA DAY CARE CENTER**

**WHEREAS**, the Human Resources Management Office ("HRMO") intends to procure learning kits, supplies, equipment and other semi-expendable items to support the needs of the students of the Department of Foreign Affairs ("DFA") Day Care Center;

**WHEREAS**, the procurement of learning kits, supplies, equipment and other semi-expendable items for the DFA Day Care Center, as listed under Purchase Request No. 11-09324, with an Approved Budget for the Contract ("ABC") of *Two Hundred Thousand Pesos* (PhP 200,000.00) only, chargeable against HRMO GAD's FY 2024 Regular Appropriations MOOE for Office Supplies Expenses, Other Supplies and Materials Expenses, Semi-Expendable – Other Machinery and Equipment, Semi-Expendable – Furniture and Fixtures, and Semi-Expendable – Office Equipment, is included in the Department's Supplemental Annual Procurement Plan 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;

**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 18 to 23 December 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: DFAMPC; AngCob Printshoppe; DT Construction and Trading;

**WHEREAS**, in response to the solicitation of offers, quotations were received from: DT Construction and Trading (PhP 200,000.00; failed, bidder is not compliant with the documentary requirements), AngCob Printshoppe (PhP 186,350.00; failed, bidder is not compliant with the documentary requirements), and **Palawan Narra Commercial**, which submitted the lowest calculated and responsive quotation in the amount of *One Hundred Ninety – Seven Thousand Two Hundred Fifty Pesos* (PhP 197,250.00) only;

**NOW, THEREFORE**, we, the Members of the Bids and Awards Committee of the Department, **RESOLVE** to **RECOMMEND** to the Alternate Head of the Procuring Entity resort to Section 52.1(b) (Shopping) as the alternative method of procurement for the procurement of learning kits, supplies, equipment and other semi-expendable items for the DFA Day Care Center to **Palawan Narra Commercial**, subject to the abovementioned requirements, and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED**, this 27<sup>th</sup> day of December 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

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*Approved:*

*By the Authority of the Secretary for Foreign Affairs:*

A handwritten signature in blue ink, appearing to read "Charles C. Jose".

**CHARLES C. JOSE**

Undersecretary  
and Alternate Head of the Procuring Entity



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



NOTICE OF AWARD

27 December 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-654-24**, the Department is awarding the contract on the following project/procurement to your firm, **Palawan Narra Commercial**:

Project Title	End-User Unit
<b>PROCUREMENT OF LEARNING KITS, SUPPLIES, EQUIPMENT AND OTHER SEMI-EXPENDABLE ITEMS FOR THE DFA DAY CARE CENTER</b>	HRMO

The contract has a total cost of *One Hundred Ninety – Seven Thousand Two Hundred Fifty Pesos* (PhP 197,250.00) 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,

**CHARLES C. JOSE**

Undersecretary

and Alternate Head of the Procuring Entity

**Palawan Narra Commercial**

Narra Ave., Narra  
Palawan