



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. OCA-PB-04-2024**

**RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF  
CONTRACT FOR THE COMMON USE SUPPLIES AND EQUIPMENT FOR THE  
OFFICE OF CONSULAR AFFAIRS (OCA) ASEANA AND NATIONAL CAPITAL  
REGION CONSULAR OFFICES (NCR COs)**

**WHEREAS**, the Department of Foreign Affairs (DFA), through the FY 2024 General Appropriations Act, intends to apply the sum of One Million Eight Hundred Three Thousand Nine Hundred Fifty Pesos and Nineteen Centavos (Php 1,803,950.19) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Common Use Supplies and Equipment for the Office of Consular Affairs (OCA) Aseana and National Capital Region Consular Offices (NCR COs) with identification number PB-GS-12-2024;

**WHEREAS**, the ABC is chargeable against the Office of Consular Affairs' FY 2024 Maintenance and Other Operating Expenses for Office Supplies Expenses;

**WHEREAS**, on 25 September 2024, the Bids and Awards Committee (BAC) conducted a *Pre-Procurement Conference* to discuss the Technical Specifications for the procurement project;

**WHEREAS**, on 03 October 2024, the BAC Secretariat posted for seven (7) consecutive calendar days the *Invitation to Bid* for the Procurement of Common Use Supplies and Equipment for the Office of Consular Affairs (OCA) Aseana and National Capital Region Consular Offices (NCR COs) 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 08 October 2024, the BAC issued a Supplemental Bid/Bulletin No. 1 to provide the amended Annex of the Technical Specifications for the procurement project;

**WHEREAS**, on 10 October 2024, 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 ZGF Trading, Office Warehouse Inc, Lambert Trading, and Likha Eco Traders;

**WHEREAS**, on 17 October 2024, the BAC issued a Supplemental Bid/ Bulletin No. 2 to provide the a revised Technical Specifications for the project requiring the bidder to submit a Non-Disclosure Agreement as a precondition to the issuance of the Notice to Proceed;

**WHEREAS**, on 23 October 2024, the BAC issued a Notice of Schedule of the Bidding Activities to provide the prospective bidders the amended schedule for the procurement activities for this project in view of the suspension of work due to Tropical Storm "Kristine";

**WHEREAS**, on 29 October 2024, the deadline for the **submission and receipt of bids** as well as the **date of opening** thereof, only Lambert Trading submitted bids for the said procurement activity, the details of which are as follows:

<b>Eligibility and Technical Component</b>	<b>Financial Component</b>
Compliant	PhP 1,629,032.25

**WHEREAS**, the BAC declared Lambert Trading as having the Lowest Calculated Bid, and subjected it to **Post-Qualification** on 04 November 2024, 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 Lambert Trading 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 Procurement of Common Use Supplies and Equipment for the Office of Consular Affairs (OCA) Aseana and National Capital Region Consular Offices (NCR COs)** to Lambert Trading for having submitted the Lowest Calculated and Responsive Bid in the

amount of **One Million Six Hundred Twenty-Nine Thousand Thirty-Two Pesos and 25/100 (PhP 1,629,032.25) only** pursuant to Section 37 of the revised IRR of RA 9184.

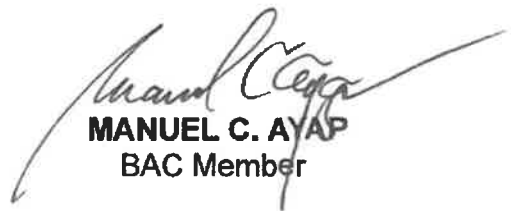
**ADOPTED** this 6th day of November 2024, Pasay City.



**ADELIO ANGELITO S. CRUZ**  
OCA BAC Chairperson



**ARMAN R. TALBO**  
BAC Vice-Chairperson



**MANUEL C. AYAP**  
BAC Member

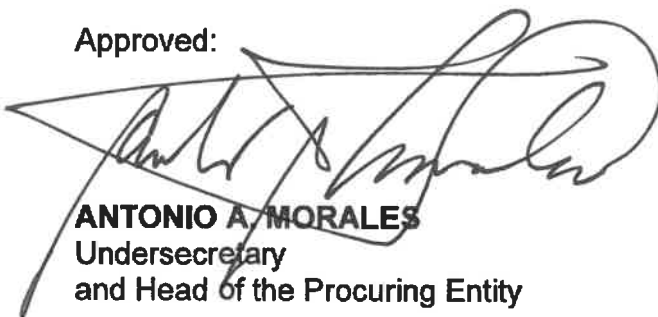


**ANA ANGELA C. CABILLAN**  
Alternate BAC Member



**MARX IAN A. RULLODA**  
End-user Representative

Approved:



**ANTONIO A. MORALES**  
Undersecretary  
and Head of the Procuring Entity