

**PHILIPPINE GUARANTEE CORPORATION  
BIDS AND AWARDS COMMITTEE**

**R E S O L U T I O N N O. 2022-027**

**WHEREAS**, the Facilities and General Services Department (FGSD) requested the Bids and Awards Committee (BAC) for the procurement of Office Supplies Requirements of PHILGUARANTEE for the First Quarter of 2022 with an Approved Budget for the Contract (ABC) of **Pesos: One Hundred Seventy-Two Thousand Three Hundred Seven and 66/100 (Php172,307.66)**, inclusive of applicable taxes;

**WHEREAS**, CFA:028-2022 in the amount of **Pesos: One Hundred Seventy-Two Thousand Three Hundred Seven and 66/100 (Php172,307.66)**, was issued by the Budget Management Department (BMD) for this purpose;

**WHEREAS**, the requested procurement is under the approved Philippine Guarantee Corporation Annual Procurement Plan (APP) for FY 2022, viz:

<b>Procurement Program/Project</b>	<b>Mode of Procurement</b>	<b>Estimated Budget (MOOE)</b>
Common Office Supplies	NP-53.5 Agency-to-Agency	Php4,395,925.90

**WHEREAS**, in order to promote economy and efficiency, alternative methods of procurement may be resorted to in accordance with Section 48.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 or the Government Procurement Reform Act, such as in this case;

**WHEREAS**, pursuant to Section V.C.1.b of Annex H of the 2016 Revised IRR of RA No. 9184, Shopping shall be employed for the procurement of ordinary or regular office supplies and equipment not available in the DBM-PS, in the amount not to exceed the One Million Pesos (₱1,000,000) for GOCCs;

**WHEREAS**, Section V.C.2.b.iii and iv of Annex H of the 2016 Revised IRR of RA No. 9184 provides that:

- “iii. Except for those with ABCs equal to Fifty Thousand Pesos (₱50,000.00) and below, RFQs shall be posted for a period of at least three (3) calendar days in the PhilGEPS website, website of the Procuring Entity, if available, and at any conspicuous place reserved for this purpose in the premises of the Procuring Entity.
- “iv. The BAC shall send the RFQs to at least three (3) suppliers of known qualifications, and at least three (3) price quotations must be obtained. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate.”

**WHEREAS**, the Request for Quotation (RFQ) was posted and sent on February 17, 2022 to the following suppliers:

1. Ban Bee Commercial Inc.;
2. Clockwerk Stationery Trading;
3. Hamco Stationery Co. Inc;
4. Hermacus Corporation;
5. Paper Line Enterprises; and
6. Pro Pen Office Supplies and Equipment Trading.

**WHEREAS**, the following suppliers submitted quotations before the deadline of February 23, 2022; 2:00 P.M:

1. Mostaco Marketing received on February 21, 2022, 8:01 A.M.;
2. Office Warehouse, Inc. received on February 21, 2022, 6:09 P.M.;
3. Ban Bee Commercial Co., Inc. received on February 21, 2022, 6:18 P.M.;
4. ZAB Enterprises, Inc. received on February 22, 2022, 1:57 P.M.;
5. Clockwerk Stationery Trading received on February 22, 2022, 4:59 P.M.;  
and
6. Hamco Stationery Corporation received on February 23, 2022, 9:58 A.M.

**WHEREAS**, the FGSD determined that the quotation of **Mostaco Marketing** in the amount of **Pesos: One Hundred Fifty-Four Thousand Three Hundred Thirty-Five (Php154,335.00)**, inclusive of applicable taxes to be the **Lowest Calculated and Responsive Quotation** to the requirements of PHILGUARANTEE (copy of the Memorandum dated March 3, 2022 is attached as Annex "A") and recommended to the BAC its award;

**NOW THEREFORE**, in consideration of the recommendation of the Facilities and General Services Department, the Bids and Awards Committee resolved to recommend the approval by the Head of the Procuring Entity of the following:


- a. The use of Shopping for the procurement of Office Supplies Requirements of PHILGUARANTEE for the First Quarter of 2022 with an Approved Budget for the Contract (ABC) of **Pesos: One Hundred Seventy-Two Thousand Three Hundred Seven and 66/100 (Php172,307.66)**, inclusive of applicable taxes; and
- b. The award of contract to **Mostaco Marketing** for the procurement of Office Supplies Requirements of PHILGUARANTEE for the First Quarter of 2022 in the amount of **Pesos: One Hundred Fifty-Four Thousand Three Hundred Thirty-Five (Php154,335.00)**, inclusive of all applicable taxes.

Makati City, 07 March 2022.

**BIDS AND AWARDS COMMITTEE**

  
**IAN A. BRIONES**  
Chairperson

  
**MELINDA M. ADRIANO**  
Vice Chairperson

  
**RAFAEL P. DE LOS SANTOS**  
Member


  
**NELIA O. OANDASAN**  
Member

  
**ARSENIO C. DE GUZMAN**  
Member

**MARVYN ANTHONY C. GALANG**  
Provisional Member (Technical)

**ROSEMARIE N. PRINCIPE**  
Provisional Member (End-user)

Approved by:

  
**ALBERTO E. PASCUAL**  
Head of the Procuring Entity

Digitally  
Signed by:  
Pascual,  
Alberto E.