

**PHILIPPINE GUARANTEE CORPORATION
BIDS AND AWARDS COMMITTEE**

R E S O L U T I O N N O. 2022-154

WHEREAS, the Information Technology Department (ITD) requested the Bids and Awards Committee (BAC) for the procurement of **services for the Repair and Maintenance of Fuji Xerox Multi-Function Copiers/Printers** with an Approved Budget for the Contract (ABC) of **Pesos: One Hundred Twenty Thousand (Php120,000.00)**, inclusive of applicable taxes;

WHEREAS, CFA: 093-2022 in the amount of **Pesos: One Hundred Twenty Thousand (Php120,000.00)**, 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 – Updated as of June 30, 2022, viz:

Procurement Program/Project	Mode of Procurement	Estimated Budget (MOOE)
Repairs and maintenance (Consumables)	NP-53.9 Small Value Procurement	Php324,000.00

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, the item to be procured does not exceed the threshold prescribed in Section V.D.8.a.i of Annex H of the 2016 Revised IRR of RA No. 9184;

WHEREAS, Section V.D.8.b.ii and iii of Annex H of the 2016 Revised IRR of RA No. 9184 provides that:

- “ii. BAC shall prepare and send the RFQs/RFPs to at least three (3) suppliers, contractors or consultants of known qualifications. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.

- iii. Except for those with ABCs equal to Fifty Thousand Pesos (P50,000.00) and below, RFQs shall be posted for a period of 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.”

WHEREAS, the Request for Quotation (RFQ) were posted and sent on August 23, 2022 to the following suppliers:

1. Microgenesis Business Systems;
2. Otus Copy Systems Inc.; and
3. Romeo V. Austria Trading.

WHEREAS, the following suppliers submitted quotations before the deadline of August 26, 2022; 10:00 A.M:

1. Otus Copy Systems, Inc. received on August 26, 2022, 9:16 A.M.;
2. Printcore Office Systems Inc. received on August 24, 2022, 1:51 P.M.; and
3. MCFC Printing Services received on August 24, 2022, 1:06 P.M.

WHEREAS, the ITD determined that the quotation of **Otus Copy Systems, Inc.** in the amount of **Pesos: One Hundred Ten Thousand Four Hundred Eighty-Six (Php110,486.00)**, inclusive of applicable taxes to be the **Single Calculated and Responsive Quotation** to the requirements of PHILGUARANTEE (copy of the Memorandum dated August 30, 2022 is attached as Annex "A") and recommended to the BAC its award;

NOW THEREFORE, in consideration of the recommendation of the Information Technology 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 **Small Value Procurement** for the procurement of **services for the Repair and Maintenance of Fuji Xerox Multi-Function Copiers/Printers** with an Approved Budget for the Contract (ABC) of **Pesos: One Hundred Twenty Thousand (Php120,000.00)**, inclusive of applicable taxes; and
- b. The award of contract to **Otus Copy Systems, Inc.** for the procurement of **services for the Repair and Maintenance of Fuji Xerox Multi-Function Copiers/Printers** in the amount of **Pesos: One Hundred Ten Thousand Four Hundred Eighty-Six (Php110,486.00)**, inclusive of all applicable taxes.

Makati City, 06 September 2022.

BIDS AND AWARDS COMMITTEE

- On leave -
IAN A. BRIONES
Chairperson


MELINDA M. ADRIANO
Vice Chairperson


ATTY. DYNAH GLADY NEPOMUCENO BAYOT
Member

ATTY. NELIA O. OANDASAN
Member


ARSENIO C. DE GUZMAN
Member


LLOYD A. SIOSON 
Provisional Member (End-user)

Approved by:


ALBERTO E. PASCUAL
Head of the Procuring Entity

Digitally
Signed by:
Pascual,
Alberto E.