



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

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PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 11 APRIL 2024 RE: **CONSIDERATION OF THE POST-QUALIFICATION REPORT ON THE LOWEST CALCULATED AND RESPONSIVE BID IN THE PROCUREMENT OF LEASE OF PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUESTS NO. 024-01-2024, HELD AT THE PAO CENTRAL OFFICE AND VIA ZOOM VIDEO CALL**

RESOLUTION

RECOMMENDING THE AWARD OF CONTRACT TO QUARTZ BUSINESS SOLUTIONS CORPORATION (QUARTZ), AS THE LOWEST CALCULATED AND RESPONSIVE BID FOR THE PROCUREMENT OF LEASE OF THIRTY SEVEN (37) PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUEST NO. 024-01-2024 FOR THE PUBLIC ATTORNEY'S OFFICE FOR C.Y. 2024

WHEREAS, the Public Attorney's Office (PAO) is committed to adhere to the State's Policy of securing and maintaining the trust and confidence of every Filipino, by upholding transparency, good governance and anti-corruption measures;

WHEREAS, this committee previously resolved last 21 March 2024 to declare the submitted bid of QUARTZ as the Lowest Calculated and Responsive Bid for the subject procurement with a bid price in the amount of Nine Hundred Thirteen Thousand Five Hundred Ninety Two Pesos (Php 913,592.00) from an ABC of One Million One Hundred Fifteen Thousand Pesos (Php 1,115,000.00), and to direct the PBAC technical working group to verify the authenticity and validity of the bid documents submitted by the bidder for purposes of post-qualification and report their findings to the PBAC.

WHEREAS, the PBAC-Technical Working Group (TWG) presented and submitted their report¹ to the BAC wherein they confirm the completeness, validity and authenticity of the documentary requirements submitted by the bidder and recommend the award of contract to the said bidder;

WHEREAS, after this committee's review of the authenticity and completeness of the eligibility and documentary requirements of the submitted bid by the bidder, as supported by the findings and post-qualification report of the PBAC-TWG, BAC Member **Atty. Alem Abeya** moved to recommend the award of contract to QUARTZ for the subject procurement, duly seconded by BAC Member **Atty. Ronald Macorol**;

¹ PAO-TWG Post-Qualification Report

NOW THEREFORE, WE, the Members of the PAO Bids and Awards Committee (PBAC), by virtue of the powers vested on Us by Law, after duly considering the recommendations of the Technical Working Group (TWG), and all members here present, **hereby resolve to RECOMMEND THE AWARD OF CONTRACT TO QUARTZ BUSINESS PRODUCTS CORPORATION (QUARTZ), AS THE LOWEST CALCULATED AND RESPONSIVE BID FOR THE PROCUREMENT OF LEASE OF THIRTY SEVEN (37) PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUEST NO. 024-01-2024 FOR THE PUBLIC ATTORNEY'S OFFICE FOR C.Y. 2024, SUBJECT TO POSTING OF PERFORMANCE SECURITY IN ACCORDANCE WITH THE PROVISIONS OF SECTION 39 OF THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF R.A. NO. 9184.**

APPROVED this 11th day of April 2024 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.

ATTY. JAN STEVEN S. DUNUAN
Chairperson, PBAC
Public Attorney V
Regional Public Attorney
PAO-Region III

ATTY. ALEM-EMAN CHISUM L. ABEYA
Public Attorney III
Member, PBAC
Executive Support Staff

ATTY. RONALD R. MACOROL
Public Attorney IV
Member, PBAC
Officer-In-Charge
Special Appealed Cases Unit

(On Official Business)
ATTY. RIGEL A. SALVADOR
Public Attorney IV
Member, PBAC
Officer-In-Charge
Field Operations and Statistics Service

ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service

**Approved:
For and by the authority
Of the Chief Public Attorney**

(On Official Business)
DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

ANA LISA M. SORIANO
Deputy Chief Public Attorney

Acceded By: (The TWG)

MS. ALMA E. DUMAGO-LATOSA
Head, Technical Working Group (TWG)
Director II
Financial Planning and Management Service

MR. THOR ARTHUR B. AVILLA
Member, Technical Working Group (TWG)
Administrative Officer V
Human Resource Management Service
Administrative Service

MR. MICHAEL M. MENDOZA
Member, Technical Working Group (TWG)
Administrative Assistant III
Cash Section
Administrative Service

Prepared By: (The Secretariat)

ATTY. MIGUEL NARCISO A. ILAGAN
Head, PBAC Secretariat
Public Attorney III
Executive Support Staff

MS. FILIRINA Y. ESPIRITU
Member, PBAC Secretariat
Librarian III
Legal Research Service

ENGR. ANGELA M. MARAMAG-PRADO
Member, PBAC Secretariat
Computer Programmer I
General Services Division
Administrative Service

MR. ANDRIAN H. MARASIGAN
Member, PBAC Secretariat
Administrative Officer II
Supply Section, Administrative Service



Bids and Awards Committee

POST QUALIFICATION REPORT

LEASE OF PHOTOCOPIERS WITH CONSUMABLES FY 2024

(PR No. 024-01-2024)

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE MILLION ONE HUNDRED FIFTEEN THOUSAND PESOS (Php 1,115,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specification:

No.	Scope of work / Schedule of Requirements	PRODUCT OFFERED
1 Lot	<ol style="list-style-type: none">1. Lease of Thirty-Seven (37) Photocopiers from May 2, 2024 to December 31, 2024.2. Winning bidder shall deliver the photocopiers at PAO Central Office.3. The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract. <p>FREE TONERS</p> <ul style="list-style-type: none">• Thirty-Seven (37) pieces of full toners separate from installed in the units, which are BRAND NEW, ORIGINAL, and NOT RECYCLED shall be given to PAO with no additional costs. (7,000 pages per toner)	HP Laser Jet Pro MFP 4103fdn

Lowest Calculated and Responsive Bidder:

QUARTZ BUSINESS PRODUCTS CORPORATION (QUARTZ)

	QUARTZ	PHOTOPRO
BID PRICE	913,592.00	994,856.00

Documentary Requirements

Legal Documents	
Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)	Compliant
Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,	Compliant
Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;	Compliant
Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	Compliant
Technical Documents	
Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and	Compliant
Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and	Compliant
Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration	Compliant
Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and	Compliant
Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	Compliant
Financial Documents	

The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and	Compliant
The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	Compliant
Financial Component Envelope	
Original of duly signed and accomplished Financial Bid Form; and	Compliant
Original of duly signed and accomplished Price Schedule(s).	Compliant
Bid Data Sheet	
Company profile	Compliant
List of Existing and previous clients	Compliant
Certification of Bidder issued by its authorized representative/official, identifying whether it is a manufacturer, supplier or distributor of the items subject of procurement.	Compliant
VAT Registration	Compliant
Latest Income Tax Return	Compliant

Remarks: Upon verification and validation of the Technical Working Group (TWG) the bid of **QUARTZ BUSINESS PRODUCTS CORPORATION (QUARTZ)** passed the post qualification as it appears to be **compliant** with all of the specifications and documentary requirements as specified in the Bidding documents. It is hereby recommended that the contract be awarded to the said bidder.

April 11, 2024

TECHNICAL WORKING GROUP:

Head:

(Original signed)

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILLA

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

MICHAEL M. MENDOZA

Administrative Assistant III

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