



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, Diliman, 1100 Quezon City
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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 21 MARCH 2024 RE: **RESULT OF EVALUATION OF SUBMITTED BIDS FOR THE PROCUREMENT OF LEASE OF PHOTOCOPIERS WITH CONSUMABLES UNDER PURCHASE REQUEST NO. 024-01-2024**, HELD AT THE PAO-LIBRARY, PAO CENTRAL OFFICE AND VIA ZOOM VIDEO CALL

RESOLUTION

DECLARING THE SUBMITTED BID OF QUARTZ BUSINESS SOLUTIONS CORP. (QUARTZ), AS THE LOWEST CALCULATED AND RESPONSIVE BID, SUBJECT TO POST-QUALIFICATION, FOR THE PROCUREMENT OF LEASE OF THRITY SEVEN (37) UNITS OF PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUEST NO. 024-01-2024 FOR THE PAO-CENTRAL 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, after the conduct of several pre-procurement conferences, PAO posted on 27 February 2024 an invitation to bid for the subject procurement in the PhilGEPS under Reference No. 10602991 and posted in the PAO website and PAO lobby;

WHEREAS, PAO held a pre-bid conference for the subject procurement attended by suppliers/bidders last 07 March 2024;

WHEREAS, there is an approved budget for the contract of the subject procurement amounting to One Million One Hundred Fifteen Thousand Pesos (P1,115,000.00);

WHEREAS, two (2) bidders namely: PHOTOPRO TRADING CORP. (PHOTOPRO) and QUARTZ BUSINESS SOLUTIONS CORP, (QUARTZ) submitted their respective bids before the scheduled deadline of submission;

WHEREAS, after due notice given to the Commission on Audit, independent observers and to the bidders, this committee opened the sealed bids on the scheduled day of its opening and thoroughly evaluated its contents, in the presence of all the bidders attending in person and via Zoom video conference call;

WHEREAS, after evaluating the submitted bid¹, it appears that QUARTZ submitted the lowest calculated and responsive bid with a bid price in the amount of Nine Hundred Thirteen Thousand Five Hundred Ninety Two Pesos (Php 913,592,000.00) from an ABC of One Million One Hundred Fifteen Thousand Pesos (Php 1,115,000.00), while PHOTPRO submitted its bid with a bid price of (Php 994,856.00);

WHEREAS, after the evaluation of the submitted bids, BAC Member Dir. Marilyn Boongaling moved to declare the bid of Quartz as the Lowest Calculated and Responsive Bid, subject to post-qualification, duly seconded by BAC Member Atty. Alem Abeya, along with the other BAC members present;

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 DECLARE THE SUBMITTED BID OF QUARTZ BUSINESS SOLUTIONS CORP. (QUARTZ), AS THE LOWEST CALCULATED AND RESPONSIVE BID, SUBJECT TO POST-QUALIFICATION, IN THE PROCUREMENT OF LEASE OF PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUEST NO. 024-01-2024 FOR THE PAO-CENTRAL OFFICE FOR C.Y. 2024. FURTHERMORE, THE PBAC TECHNICAL WORKING GROUP (TWG) IS DIRECTED TO VERIFY THE COMPLIANCE, AUTHENTICITY AND VALIDITY OF THE SPECIFICATION NAD DOCUMENTS SUBMITTED AND REQUIRED FOR PURPOSES OF POST-QUALIFICATION AND TO SUBMIT ITS POST-QUALIFICATION REPORT FOR THE CONSIDERATION OF THE PAO-BAC.**

APPROVED this 21st day of March 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**

¹ Abstract of Bid Quotation for PR 024-01-2024

DIR. MARILYN S. BOONGALING
Director II
PAO-Administrative Service

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

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

MR. JULIUS DONIVAN F. BARSANA
Member, PBAC Secretariat
Planning Officer I
Field Operations and Statistics Service

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



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

Re: NOTICE OF RESULT OF BID-OPENING
PROCUREMENT OF LEASE OF THIRTY SEVEN (37) UNITS OF PHOTOCOPIERS
WITH CONSUMABLES FOR THE PUBLIC ATTORNEY'S OFFICE FOR FY 2024
Purchase Request No. 024-01-2024

Dear Bidder:

The PAO-Bid and Awards Committee, in its resolution dated 21 March 2024, resolved to declare the submitted bid of QUARTZ BUSINESS SOLUTIONS CORP, (QUARTZ), as the Lowest Calculated and Responsive Bid (LCRB) for the above titled subject procurement, subject to post-qualification, with a bid price in the amount of Nine Hundred Thirteen Thousand Five Hundred Ninety Two Pesos (Php 913,592,000.00) from an ABC of One Million One Hundred Fifteen Thousand Pesos (Php 1,115,000.00), while PHOTPRO submitted its bid with a bid price of (Php 994,856.00).

The aforementioned LCRB is required to present to this committee the original copies of the bidding documents you have submitted in your bids for purposes of post-qualification/verification in accordance with the applicable provisions of RA 9184.

Thank you very much and more power!

Very truly yours,

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

Copy Furnished:

DR. PERSIDA V. RUEDA-ACOSTA, DSD
Head of the Procuring Entity (HOPE)
<pao_executive@yahoo.com>



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Kagawaran ng Katarungan
DOJ Agencies Bldg, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

Trans. No. 2024-02-018

February 16, 2024

ATTY. JAN STEVEN S. DUNUAN
Chairperson – PAO-Bids and Awards Committee
Regional Public Attorney
PAO-Region III

Sir:

Attached herewith are the approved Purchase Requests needed by **PAO-Central Office (Supply Section)**:

No.	PR No.	Item Description	Quantity	Unit	Unit Price	Total Amount
1	024-01-2024	Lease of Photocopiers with Consumables ***Please refer to the attached TOR	37	units		1,115,000.00

TOTAL: 1,115,000.00

Prepared by:

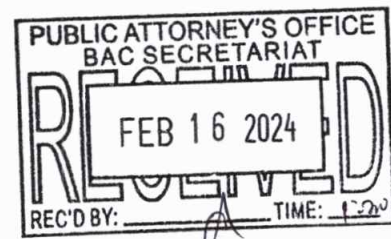
DENVER CHRISTIAN P. LACANILAO
Administrative Aide IV

Certified Correct by:

CARMELA L. FLORENDO
OIC-Supply Section

Noted by:

ATTY. DEMITEER U. HUERTA
Public Attorney IV/OIC
Administrative Service





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Telephone No. (02) 8929-94-36 ; Fax Nos. (02) 89277-68-10 / (02) 8926-28-78



Bids and Awards Committee

TERMS OF REFERENCE (TOR)

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	Schedule delivery
1 Lot	<ol style="list-style-type: none">Lease of Thirty-Seven (37) Photocopiers from April 15, 2024 to December 31, 2024.Winning bidder shall deliver the photocopiers at PAO Central Office.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)	Thirty (30) Calendar days upon receipt of Notice to Proceed.

TECHNICAL SPECIFICATIONS

Item/Description	Bidder's Statement of Compliance	Demo Unit/Brochure Submitted
<ul style="list-style-type: none"> ● Brand new multi copier units. ● Copy and Print speed: At least 30 copies per minute ● Unit includes starter toner separate from free toners ● Succeeding (Original or compatible) toners shall be bought by PAO in accordance with Republic Act No. 9184 and its revised implementing rules and regulations ● Original Paper Size: Minimum of A6 up to Legal size ● Paper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray/ additional cassette trays ● Print resolution : 600x600dpi to 1200x1200dpi ● Standard USB 2.0 connection ● Contract period: April 15, 2024 to December 31, 2024 ● Bidder must issue a certification that it has branches or regional service centers in Luzon, Visayas and Mindanao. ● Offers free installation of units and training of end users. ● Bidder shall pull out their photocopiers deployed to different PAO offices through their nearest branches or service centers at the end of the contract. ● Bidder shall provide a certificate that the units are brand new, unused, and have zero meter reading. 		

<ul style="list-style-type: none"> • Warranty: Free replacement of spare parts and services during the duration of the contract • Two (2) on-call technicians to repair defective machines. Response time shall be within five (5) hours from verbal or written notification • Machines that cannot be repaired within forty-eight (48) hours shall be replaced with a new unit. • Replacement of defective parts, provided the machine is still functional, shall be made within forty-eight (48) hours from response, except justifiable cause • Toners can be replaced by the end user without technician intervention, if necessary. 		
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January 31, 2024

TECHNICAL WORKING GROUP:

Head:

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

Cash Section

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PAO BIDS AND AWARDS COMMITTEE (PBAC)
ABSTRACT OF BID QUOTATION
Procurement of LEASE OF THIRTY SEVEN (37) PHOTOCOPIER UNITS
WITH CONSUMABLES FOR THE PUBLIC ATTORNEY'S OFFICE FOR FY 2024
Under Purchase No. 024-01-2024

Date of Opening of Quotation: **21 March 2024; 10:30am**

Item No.	DESCRIPTION	Min. QTY.	ABC TOTAL PRICE	SUPPLIER/CONTRACTOR	
				PHOTOPRO TRADING AND GENERAL MERCHANDISE CO. (PHOTOPRO)	QUARTZ BUSINESS SOLUTIONS CORP. (QUARTZ)
				BID PRICE	BID PRICE
1	Procurement of Lease of Photocopiers w/ Consumables	37 units		Php 994,856.00	Php 913,592,000.00
Grand Total			1,115,000.00	Php 994,856.00	Php 913,592,000.00

ACTION OF THE PBAC: Declare the submitted bid of **QUARTZ** as the Lowest Calculated and Responsive Bid for the subject procurement, subject to post-qualification.

Approved by:

(On Official Business)

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

ATTY. ALEM EMAN CHISUM L. ABEYA
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Administrative Service

Noted by:

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

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