

**PAO BIDS AND AWARDS COMMITTEE (PBAC)**

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 06 JULY 2023 **RE: CONSIDERATION OF THE POST-QUALIFICATION REPORT ON THE SINGLE CALCULATED AND RESPONSIVE BID IN THE PROCUREMENT OF LEASE OF PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUESTS NO. 379-04-2023, HELD AT THE PAO CENTRAL OFFICE AND VIA ZOOM VIDEO CALL**

**RESOLUTION**

**RECOMMENDING THE AWARD OF CONTRACT TO QUARTZ BUSINESS PRODUCTS CORPORATION (QUARTZ), AS THE SINGLE CALCULATED AND RESPONSIVE BID FOR THE PROCUREMENT OF LEASE OF PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUEST NO. 379-04-2023 FOR THE PUBLIC ATTORNEY'S OFFICE FOR C.Y. 2023**

**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 29 June 2023 to declare the submitted bid of QUARTZ as the Single Calculated and Responsive Bid for the subject procurement with a bid price in the amount of One Million One Hundred Eight Thousand Pesos (P1,108,000.00) from an ABC of One Million One Hundred Fifteen Thousand Pesos (P1,115,000.00), 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) submitted their report<sup>1</sup> 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;

**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**

<sup>1</sup> PAO-TWG Post-Qualification Report

**QUARTZ BUSINESS PRODUCTS CORPORATION (QUARTZ), AS THE SINGLE CALCULATED AND RESPONSIVE BID FOR THE PROCUREMENT OF LEASE OF PHOTOCOPIERS WITH CONSUMABLES AS SPECIFIED UNDER PURCHASE REQUEST NO. 379-04-2023 FOR THE PUBLIC ATTORNEY'S OFFICE FOR C.Y. 2023, 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 6th day of July 2023 at the Public Attorney's Office (PAO) Central Office, 5th Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines thru Zoom Video Conference.

**ATTY. MARLON BUAN**

Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR

**ATTY. ALEM-EMAN CHISUM L. ABEYA**

Public Attorney III  
Member, PBAC  
Executive Support Staff

**ATTY. RONALD JEROME P. NIEVES**

Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service

(On Leave)

**ATTY. RIGEL A. SALVADOR**

Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Field Operations and Statistics Service

**ATTY. RONALD R. MACOROL**

Public Attorney IV  
Member, PBAC  
Officer-In-Charge  
Special Appealed Cases Unit

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

**DIR. MARILYN S. BOONGALING**

Director II  
PAO-Administrative Service

**SILVESTRE A. MOSING**  
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**

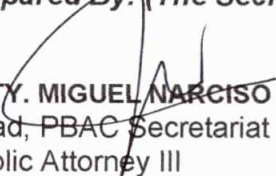
Member, Technical Working Group (TWG)  
Administrative Officer V  
Human Resource Management Service  
Administrative Service





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

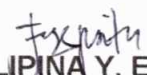
**Prepared By: (The Secretariat)**



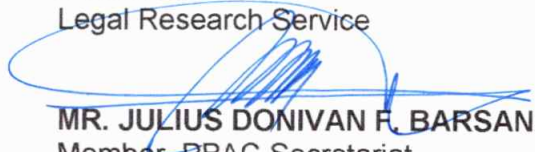
**ATTY. MIGUEL MARCISO A. ILAGAN**  
Head, PBAC Secretariat  
Public Attorney III  
Executive Support Staff



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



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



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

**(On Leave)**

**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 2023  
(PR No. 379-04-2023)**

(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. **Specifications:**

No.	Scope of work / Schedule of Requirements	Product offered
1 Lot	<p>1. <b>Lease of Thirty-Four (34) Photocopiers for FOUR (4) months from the date of the contract</b>, and to be delivered by the winning bidder at the PAO Central Office.</p> <p>The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p><b>FREE TONERS</b></p> <p><b>Thirty-Four (34) pieces of full toners separate from installed in the units</b>, which are Original, and NOT RECYCLED OR STARTER KITS, shall be given to PAO with no additional costs. (7,000 pages per toner)</p>	HP LaserJet Pro MFP 4103fdn Printer

Single Calculated and Responsive Bidder:

**QUARTZ BUSINESS PRODUCTS CORPORATION. (QUARTZ)**

<b>QUARTZ</b>
<b>P1,108,000.00</b>

**Documentary requirements:**

Company profile	Compliant
List of Existing and previous clients	Compliant
<p>Certification from the manufacturer that the bidder is an authorized seller /distributor/dealer of the subject of the procurement.</p> <p>Certificate from the bidder that it has branches or regional service centers in Luzon, Visayas and Mindanao.</p> <p>Certificate from the manufacturer that the units to be delivered for the subject procurement are brand new, unused and have zero reading.</p>	Compliant
Security and Exchange Commission registration or Department of Trade and industry business permit	Compliant
Valid and current Mayor's Permit or Business permit	Compliant
VAT Registration	Compliant
Latest Income Tax Return	Compliant
Audited Financial Statements for Year 2022 (stamped "received" by the BIR)	Compliant
Statement of the prospective bidder that he/she is not "blacklisted" or barred from bidding by the government or any of its agencies/offices	Compliant
Sworn affidavit that the bidder or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree.	Compliant
Sworn Statement by the Head of the Company or Authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy	Compliant

of the original and all information provided therein are true and correct	
Certificate of Registration from PHILGEPS	Compliant
BID Price	Compliant
BID Security in accordance with RA 9184 and its implementing rules and regulations	Compliant

**Remarks:** The evaluated bids of **QUARTZ BUSINESS PRODUCTS CORPORATION**. (**QUARTZ**) appears to be compliant with the specifications and to the documentary requirements of the bids. It is hereby recommended that the contract be awarded to the said bidder.

July 4, 2023


**TECHNICAL WORKING GROUP:**

Head:

**ALMA E. DUMAGO – LATOSA**  
Director II  
Financial Planning and Management Service

Members:

  
**THOR ARTHUR B. AVILA**  
Administrative Officer V  
Human Resource Management and Development Division  
Administrative Service

  
**MICHAEL M. MENDOZA**  
Administrative Assistant III  
Cash Section  
Administrative Service