



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

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 12 SEPTEMBER 2023 **RE: CONSIDERATION OF THE POST-QUALIFICATION REPORT FOR THE BID OF METRO PAPER CONVERTER PHILS. CORP. AS THE LOWEST CALCULATED BIDDER FOR LOT 1 AND LOT 2 IN THE PROCUREMENT OF COPY PAPER UNDER PURCHASE REQUEST NO. 495-06-2023, HELD AT THE PAO CENTRAL OFFICE VIA ZOOM VIDEO CALL**

**RESOLUTION**

**ADOPTING THE POST-QUALIFICATION REPORT FINDINGS OF THE PAO-BAC TECHNICAL WORKING GROUP (TWG) AND RECOMMENDING THE AWARD OF CONTRACT TO METRO PAPER CONVERTER PHILS. CORP. (METRO) AS THE LOWEST CALCULATED AND RESPONSIVE BIDDER FOR LOT 1 AND LOT 2, AFTER CONDUCT OF POST-QUALIFICATION, IN THE PROCUREMENT OF COPY PAPER AS SPECIFIED UNDER PURCHASE REQUEST NO. 495-06-2023 FOR THE PAO-CENTRAL 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 31 August 2023 to declare the submitted bid of METRO as the Lowest Calculated Bid for both LOT 1 and LOT 2 of the subject procurement, subject to post-qualification, with a bid price for **LOT 1** in the amount of **Two Million Five Hundred Sixty Nine Thousand and Five Hundred Pesos (P2,569,500.00)** and bid price for **LOT 2** in the amount of **One Million One Hundred Twenty Six Thousand and One Hundred Twenty Five Pesos (P1,126,125.00)**;

**WHEREAS**, there was an approved budget for the contract of the subject procurement in the amount of:

- a. LOT 1: THREE MILLION AND SEVENTY FIVE THOUSAND PESOS (Php 3,075,000.00);
- b. LOT 2: ONE MILLION AND FIVE HUNDRED THOUSAND PESOS (Php 1,500,000.00);

**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 METRO in both LOT 1 and LOT 2 and recommend the award of contracts to the said bidder;

<sup>1</sup> PAO-TWG Post-Qualification Report for METRO under PR 495-06-2023, dated 11 September 2023



**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. Ronald Macorol moved to adopt the Post-Qualification Report findings of TWG and recommend the award of contract to METRO for both LOT 1 and LOT 2 of the subject procurement, duly seconded by BAC Member Dir. Marilyn Boongaling;

**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 ADOPT THE POST-QUALIFICATION REPORT OF THE PAO-BAC TECHNICAL WORKING GROUP (TWG) AND THEREBY RECOMMEND THE AWARD OF CONTRACT TO METRO PAPER CONVERTER PHILS. CORP. (METRO) AS THE LOWEST CALCULATED AND RESPONSIVE BIDDER FOR LOT 1 AND LOT 2, IN THE PROCUREMENT OF COPY PAPER AS SPECIFIED UNDER PURCHASE REQUEST NO. 495-06-2023 FOR THE PAO-CENTRAL 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 12th day of September 2023 at the Public Attorney's Office (PAO) Central Office, 5<sup>th</sup> Floor DOJ Agencies Building, NIA Road corner East Avenue, Diliman, (1104) Quezon City, Philippines, and thru Zoom Video Call Meeting.

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

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

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

(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

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

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

*Acceded By: (The TWG)*

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

**ANA LISA M. SORIANO**  
Deputy Chief Public Attorney

**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 Service

**MS. FILIPINA 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. 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



**Bids and Awards Committee**  
**POST QUALIFICATION REPORT**

**PROCUREMENT OF COPY PAPER FOR FY 2023**  
**(PURCHASE REQUEST NO. 495-06-2023)**

(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 **FOUR MILLION FIVE HUNDRED SEVENTY-FIVE THOUSAND PESOS (Php 4,575,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

LOT 1 COPY PAPER, LONG (8.5"X13", 80gsm) 15,000 reams		
APPROVED BUDGET FOR THE CONTRACT (Php 3,075,000.00)		
Staggered Delivery		
Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
No. of pcs.	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
15,000 reams	COPY PAPER, LEGAL SIZE <ul style="list-style-type: none"><li>8.5"X13"</li><li>80 gsm</li><li>substance 24</li></ul>	(1,875 reams) 7 calendar days
		(1,875 reams) 14 calendar days
		(1,875 reams) 21 calendar days
		(1,875 reams) 28 calendar days
		(1,875 reams) 35 calendar days
		(1,875 reams) 42 calendar days
		(1,875 reams) 49 calendar days
		(1,875 reams)



		56 calendar days  *For strict compliance  Subject to the rules on Liquidated damages
<p align="center"><b>LOT 2</b></p> <p align="center"><b>COPY PAPER, A4 (210mm X 297mm, 80gsm)</b></p> <p align="center"><b>7,500 reams</b></p>		
<p align="center"><b>APPROVED BUDGET FOR THE CONTRACT</b> (Php 1,500,000.00)</p> <p align="center"><b>Delivery:</b> <b>Within Fifteen (15) calendar days from the issuance of Notice to Proceed</b></p> <p align="center"><b>Staggered Delivery</b></p> <p align="center"><b>Payment terms:</b> <b>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</b></p>		
<b>No. Of pcs.</b>	<b>PRODUCT</b>	<b>DELIVERY SCHEDULE</b> (After issuance of Notice to Proceed)
7,500 reams	COPY PAPER, A4 SIZE <ul style="list-style-type: none"> <li>• 210mm X 297mm</li> <li>• 80 gsm</li> <li>• substance 24</li> </ul>	<p align="center"><b>(1,875 reams)</b> 15 calendar days</p> <p align="center"><b>(1,875 reams)</b> 30 calendar days</p> <p align="center"><b>(1,875 reams)</b> 45 calendar days</p> <p align="center"><b>(1,875 reams)</b> 60 calendar days</p> <p>*For strict compliance  Subject to the rules on Liquidated damages</p>

Bidders must provide a sample of copy paper (20 pieces) during the opening of bids.

Lowest Calculated and Responsive Bidder:  
**METRO PAPER CONVERTER PHILS. CORP.**

	TRIPLEX ENTERPRISES INC.	METRO PAPER CONVERTER PHILS. CORP.	YOUNG PAPER SALES, INC.	PURITY PAPER, INC.	NATION PAPER PRODUCTS & PRINTING CORP.	ADVANCE PAPER CORP..
LOT 1	2,715,000.00	2,569,500.00	2,658,000.00	2,835,000.00	2,694,750.00	2,640,000.00
LOT 2	1,181,250.00	1,126,125.00	1,182,000.00	1,245,000.00	1,189,500.00	1,158,750.00

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	Compliant

Development Authority (CDA) for cooperatives or its equivalent document,	
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
<b>Technical Documents</b>	
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
<b>Financial Documents</b>	
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
<b>Financial Component Envelope</b>	
Original of duly signed and accomplished Financial Bid Form; and	Compliant
Original of duly signed and accomplished Price Schedule(s).	Compliant
<b>Bid Data Sheet</b>	
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. If Bidder is not the manufacturer, a certification from the manufacturer that the bidder is its authorized seller/distributor/dealer must also be submitted. If Bidder is a reseller, a certification from its MANUFACTURER that the bidder is its authorized reseller.	Compliant
Certificate of authenticity from the manufacturer for the items to be supplied.	Compliant
VAT Registration	Compliant
Latest Income Tax Return	Compliant

**Remarks:** Upon verification and validation of the Technical Working Group (TWG) the bid of **METRO PAPER CONVERTER PHILS. CORP. passed** the post qualification as it 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.

September 11, 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