



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

PAO BIDS AND AWARDS COMMITTEE (PBAC)

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE PAO BIDS AND AWARDS COMMITTEE (PBAC) DATED 20 OCTOBER 2023 **RE: CONSIDERATION OF THE POST-QUALIFICATION REPORT ON THE SINGLE CALCULATED AND RESPONSIVE BID IN THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AS SPECIFIED UNDER PURCHASE REQUESTS NO. 613-07-2023**, HELD AT THE PAO CENTRAL OFFICE LIBRARY AND VIA ZOOM VIDEO CALL

RESOLUTION

RECOMMENDING THE AWARD OF CONTRACT TO CENTER POINT SALES & TRADING INC. (CENTER), AS THE SINGLE CALCULATED AND RESPONSIVE BIDDER, IN THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AS SPECIFIED UNDER PURCHASE REQUEST NO. 613-07-2023 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 05 October 2023 to declare the submitted bid of CENTER POINT SALES & TRADING INC. (CENTER) as the Single Calculated Bid for the subject procurement with a bid price in the amount of Five Million Five Hundred Forty Six Thousand and Four Hundred Seventy Five Pesos (Php 5,546,475.00) from an ABC of Six Million One Hundred Nine Thousand and Five Hundred Pesos (P6,109,500.00), 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 report¹ 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 CENTER for the subject procurement, duly seconded by BAC Member Dir. Marilyn Boongaling;

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 CENTER POINT SALES & TRADING INC. (CENTER), AS THE SINGLE CALCULATED AND RESPONSIVE BIDDER, IN THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AS SPECIFIED UNDER PURCHASE REQUEST NO. 613-07-2023 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 20th day of October 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. 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 JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service

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

(On Leave)

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/ Officer-in-Charge
PAO-Administrative Service

ANA LISA M. SORIANO
Deputy Chief Public Attorney

Acceded By: (The TWG)

MS. ALMA E. DIMAGO-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)

(On Leave)
ATTY. MIGUEL NARCISO 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

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



Bids and Awards Committee

POST QUALIFICATION REPORT

VARIOUS OFFICE SUPPLIES FOR THE USE OF THE PUBLIC ATTORNEY'S OFFICE FOR FY 2023 (PURCHASE REQUEST NO. 613-07-2023)

(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 **SIX MILLION ONE HUNDRED NINE THOUSAND FIVE HUNDRED PESOS (Php 6,109,500.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

	ITEM DESCRIPTION	SPECIFICATION	UNIT	QUANTITY	PACKAGING	MODE OF DELIVERY	DELIVERY DATES (After issuance of notice to proceed)
1	Correction Tape (8m)	8m	Pieces	6,000	12 or 24 or 50 pcs per box	One Time	30 days
2	Data File Box	3mm thickness with closed ends)(W:125 mm H:230mm L:400mm)	Piece	600	10 pcs per bundle	One Time	30 days
3	Envelope, Documentary, Legal	Material:Kraft Size:For Legal Size Documents 254mm x 381mm Thickness:0.22mm	Pieces	300	500 pcs per box	One Time	30 days
4	Envelope, Expanding Kraft, Legal	Material:Kraft Size:For Legal Size Documents 250mm x 380 mm Thickness:0.38mm Smooth Surface With String and eyelet or elastic strap	Boxes	300	100 pcs per box	One Time	30 days
	Envelope, Mailing (White)	Color: White Quality: Bond Paper	Boxes	800	500 pcs per box	One Time	30 days

5	no window	Basis weight: 70gsm Size: 105mm x 241mm Front Seal Adhesive: Remoistenable gum front seals reactivate with moisture					
6	Folder with Tab, Legal	Material: Tagboard/carrier/ foldcote/cupstock board Size: For legal size documents (240mm x 365mm) Color : White	Packs	3,000	100pcs per pack / (to be bundled 5 packs per bundle if possible)	One Time	30 days
7	Fastener, Metal (non-sharp edge, 70mm gap between prongs(50 pairs/box)	For paper, metal, non-corroding Thickness: 0.30 mm (70mm between prongs)	Boxes	6,000	10 boxes per pack	One Time	30 days
8	Permanent Marker, Black	Tip:Felt,bullet type Point: Medium	Pieces	4,000	12 pcs per box	One Time	30 days
9	White board Marker,Black	Tip:Felt,bullet type Point: Medium	Pieces	2,000	12 pcs per box	One Time	30 days
10	Looseleaf Cover (for legal size documents) (W:216mm L:355mm) (50 sets per pack)	(for legal size documents) (W:216mm L:355mm)	Packs	500	50 sets per pack	One Time	30 days
11	Pad Paper, Ruled	(non-blot) Basis Weight: 55gsm Size: 216mm x 330mm Thickness: 0.07mm (90 sheets per pad) Ruling: Top Margin: 27mm (Distance between lines:9mm- 10mm) Number of Space: 30 Color: White or Yellow	Pads	3,000	10 pads per bundle / 5 bundles per pack	One Time	30 days
12	Paper Clip, vinyl plastic coated, 50mm (approx 100 pcs/box)	Wire Diameter: 1.0 mm Length of Clip: 50mm Assorted colors	Boxes	6,000	100 pcs per box or 120g / 10 boxes per pack	One Time	30 days

13	Notepad, stick on 3"x4"	Basis Weight: 70gsm Sheet Thickness: 0.09mm Assorted Colors (100 sheets per pad)	Pads	6,000	12 pads per pack	One Time	30 days
14	Pencil, lead eraser	(Wood Cased) Harness: HB or 2 (The eraser shall not be abrasive and shall provide clean erasures)	Pieces	5,000	12 pieces per pack	One Time	30 days
15	Paper Puncher (two holes) heavy duty	Punching capacity: 30 sheets of 70gsm Multipurpose Paper (with two hole guide) Diameter of hole: 7mm(approx) Distance between two holes: 70mm	Pieces	500	as manufactured	One Time	30 days
16	Scissors (symmetrical)	Overall Length:160mm Length Of cutting blade 70mm Thickness of blade:1.70mm Length of Metal handle:35mm (blade shall be made of stainless steel	Pieces	500	individually wrapped in plastic	One Time	30 days
17	Signpen, Black 0.7mm	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	3,000	12 pcs per box	One Time	30 days
18	Signpen, Blue 0.7mm	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	3,000	12 pcs per box	One Time	30 days
19	Stamp Pad Ink, purple	Volume:50ml (with applicator) Color: Purple See attached picture.	Bottles	3,000	12pcs per box	One Time	30 days
20	Stamp Pad, with ink	Stamp Pad bed size: 60mm x 100mm Thickness of felt: 5mm Thickness of metal: 0.20mm (Stamp bed shall be composed of an absorbent material, pre-inked) Color: purple	Pieces	2,000	12pcs per box	One Time	30 days

21	Staple Remover, Plier Type (heavy duty metal)	Type: Plier Material: Metal	Pieces	500	as manufactured	One Time	30 days
22	Tape, transparent 24mm	Width:24mm Thickness: :0.040mm Usable Length:50m	Rolls	6,000	as manufactured	One Time	30 days
23	Ballpen, Black (0.7mm)	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	15,000	12 or 25 or 50 pcs per box	One Time	30 days
24	Ballpen, Blue (0.7mm)	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	7,500	12 or 25 or 50 pcs per box	One Time	30 days
25	Official Record Book 300 pages (8"x11")	(with "RECORD BOOK printed on the outside cover) (white bond, non-blot) (machine pre-numbered pages) Size: 8"x 11 "	Pieces	2,500	10 pcs per bundle	One Time	30 days
26	Tape, packaging 48mm	Width:48mm Thickness: 0.040mm Usable Length:50m	Rolls	2,500	as manufactured	One Time	30 days

Warranty: 3 months

Bidders must provide one sample of each item for procurement during the opening of bids.

Defective/damage items must be replaced within 15 calendar days.

Sole and Responsive Bidder:

CENTER POINT SALES & TRADING, INC.

CENTER POINT SALES & TRADING, INC.
Php 5,546,475.00

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 **CENTER POINT SALES & TRADING, INC. 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.

October 20, 2023

TECHNICAL WORKING GROUP:

Head:

ORIGINAL SIGNED
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
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