Republic of the Philippines
APO PRODUCTION UNIT, INC.
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
Metro Manila, Philippines 1128

APO PRODUCTION UNIT, INC.

BIDS AND AWARDS COMMITTEE (BAC)
RESOLUTION NO. 05-042-18
PB-13-18

RECOMMENDING AWARD OF CONTRACT FOR THE SUPPLY AND DELIVERY OF CARBONLESS PAPER (9.5" R.W. AND 11" R.W.) WITHOUT FIBER

WHEREAS, on 10 January 2018, Ms. Angelique S.A. Abadilla, Officer-in-Charge, as Head of the Procuring Entity, approved the Annual Procurement Plan ("*APP*") for CY 2018 of APO Production Unit, Inc. ("*APO*") upon favorable recommendation of the Bids and Awards Committee ("*BAC*");

WHEREAS, included in the approved APP of APO for CY 2018 is the *Supply and Delivery of Carbonless Paper (9.5" R.W. and 11" R.W.) without Fiber (PB-13-18).* The Approved Budget for the Contract ("*ABC*") for the said project amounts to **Two Million Nine Hundred Eighty Thousand Pesos (Php2,980,000.00)**;

WHEREAS, in compliance with the pertinent provisions of Republic Act ("*RA*") No. 9184, otherwise known as the "Government Procurement Reform Act", the BAC Secretariat advertised the Invitation to Bid for the *Supply and Delivery of Carbonless Paper (9.5" R.W. and 11" R.W.) without Fiber* under Public Bidding No. 13-18 (PB-13-18) in the Philippine Government Electronic Procurement System (PhilGEPS), APO Website (www.apo.gov.ph), and in conspicuous place at the premises of the APO Production Unit, Inc. and was advertised in Newspaper "Business World" last 24 April 2018;

WHEREAS, likewise in furtherance with the pertinent provisions of RA No. 9184 that will ensure the transparency of the process, observers from the Commission on Audit (COA) Resident Auditor, as well as observers from the private sector were invited to observe and witness the conduct of the Pre-Bid Conference and the Submission and Opening of Bids as scheduled;

WHEREAS, on 2 May 2018, BAC convened for the scheduled Pre-Bid Conference and two prospective bidders attended the said proceedings which were represented by Ms. Delia Silvano of Kolonwel Trading and Ms. Analisa Alvarez of Metro Paper Converter Corp.;

WHEREAS, on 15 May 2018, the scheduled deadline for the Submission and Opening of Bids, the BAC received three (3) bid proposals from **Metro Paper Converter Corp., Advance Computer Forms, Inc. and Young's Paper Sales, Inc.** During the preliminary examination of bids, the BAC checked the submitted documents against the checklist of required documents to ascertain if they are all present;

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WHEREAS, the BAC using a non-discretionary "pass/fail" criterion found and rated passed the 1st envelope containing the Technical Components of **Metro Paper Converter Corp. and Advance Computer Forms, Inc.** for complying with the all the requirements stated in the bidding documents and the provisions of RA No. 9184. Moreover, the BAC using a non-discretionary "pass/fail" criterion found and rated failed the 1st envelope containing the Technical Components of **Young's Paper Sales, Inc.** for failure to include the amendments issued in the Bid Bulletin;

WHEREAS, BAC proceeded with the opening of the 2nd envelope using a non-discretionary "pass/fail" criterion and therefore found and rated passed the 2nd envelope containing the Financial Components of **Metro Paper Converter Corp. and Advance Computer Forms, Inc.** with bid proposals of as follows;

Abstract of Bids "As Read"
(Please see Annex "A")

Bidders	Bid Amount (As Read)	% Variance from ABC
Metro Paper Converter Corp.	Php 2,902,810.00	0.0290
Advance Computer Forms, Inc.	Php 2,898,500.00	0.0273
----------Nothing Follows----------		

WHEREAS, **Advance Computer Forms, Inc.** declared as the Lowest Calculated Bidder as Read. Further, on 16 May 2018, the BAC with the assistance of the Technical Working Group (TWG) conducted the detailed evaluation of bids using a non-discretionary "pass/fail" criterion in considering the following:

Abstract of Bids "As Calculated"
(Please see Annex "B")

Bidders	Bid Amount (As Read)	% Variance from ABC
Metro Paper Converter Corp.	Php 2,902,810.00	0.0290
Advance Computer Forms, Inc.	Php 2,898,500.00	0.0273
----------Nothing Follows----------		

WHEREAS, after the conduct of detailed evaluation of bids, BAC identified **Advance Computer Forms, Inc.** as the Lowest Calculated Bidder (LCB) as Calculated. Thereafter, the BAC thru the TWG conducted the process of post qualification to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents (Please see Annex "C" for Post Qualification Report);

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WHEREAS, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by **Advance Computer Forms, Inc.**, as the Lowest Calculated Bid, has been found to be responsive;

NOW, THEREFORE, We, the Members of the BAC, hereby RESOLVE, as it is hereby RESOLVED:

a) To **DECLARE** that **ADVANCE COMPUTER FORMS, INC.** as the Lowest Calculated and Responsive Bidder for the *Supply and Delivery of Carbonless Paper (9.5" R.W. and 11" R.W.) without Fiber (PB-13-18)*;

b) To **RECOMMEND** for approval and award of contract by the **HOPE** of APO Production Unit, Inc. the foregoing findings.

RESOLVED at APO Production Unit, Inc., Philippine Information Agency (PIA) Building, Visayas Avenue, Diliman, Quezon City this 24th day of May, 2018.

BAC MEMBERS

KARL PAULO C. DAMIAN
Chairperson

MILAGROS P. SANTOS
Member

DAISY M. GALVADORES
Member

MICHAEL ROMIL D. SANTIAGO
Member

JOSEFINA L. OMOL
Member

Approved:

MICHAEL J. DALUMPINES
HOPE

lag 05.24.18

Note: Approved; subject to existing Revised IRR of RA 9184, COA Circulars, and all pertinent laws

MICHAEL J. DALUMPINES