Republic of the Philippines
APO PRODUCTION UNIT, INC.
E. De Los Santos Ave., Diliman, 1100 Quezon City

APO PRODUCTION UNIT, INC.

BIDS AND AWARDS COMMITTEE

RECOMMENDING THE AWARD OF CONTRACT FOR THE PROCUREMENT OF VARIOUS PRINTER INKS THROUGH SHOPPING (PROCUREMENT OF ORDINARY OR REGULAR OFFICE SUPPLIES AND EQUIPMENT NOT AVAILABLE IN THE PROCUREMENT SERVICE) UNDER SECTION 52.1 (b) OF THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF REPUBLIC ACT (RA) NO. 9184

WHEREAS, on 7 January 2013, Mr. Jaime H. Aldaba, as the Head of the Procuring Entity (HOPE), approved the 2013 Annual Procurement Plan (APP) of Asian Productivity Organization (APO) Production Unit, Inc. upon favorable recommendation of the Bids and Awards Committee (BAC) of the APO Production Unit, Inc.;

WHEREAS, included in the 2013 APP of APO Production Unit, Inc. is the Procurement of Various Printer Inks which shall be undertaken through Shopping (Procurement of Ordinary or Regular Office Supplies and Equipment not available in the Procurement Service) under Section 52.1 (b) of the IRR of RA No. 9184. The Approved Budget for the Contract (ABC) for the said project amounts to Thirteen Thousand Five Hundred Pesos **(PhP 13,500.00)**;

WHEREAS, In compliance with the rule that mandated procuring entities to buy its common-use goods and supplies to PS-DBM[1] Ms. Dolly Zacarias, APO's procurement purchaser conducted simple canvassing thru the use of the PS (Virtual Store)[2] for the procurement of the office supplies. Considering the fact that procurement of these office supplies shall be made from PS, it will only result to splitting of contracts since it will only result to splitting of contracts since the Virtual Store do not accepts check as terms of payment. Therefore, canvass from three (3) suppliers were conducted.

WHEREAS, on 29 November 2013, the BAC Secretariat sent Requests for Quotation for the Procurement of Various Printer Inks that is compatible with the existing printers of APO namely:

END-USER	PARTICULARS	QUANTITY
Purchasing	Black and Colored Ink for HP DeskJet Printer 2515	Four (4) pcs. Black ink and Four (4) pcs. Tri-colour ink
Accounting	Black and Colored Ink for Canon Printer #810	Two (2) pcs. Black ink and Two (2) pcs. Tri-colour ink
Sales	Black Ink for LaserJet Printer 2400	Six (6) pieces Black Ink
HRAD and Special Concerns	Black and Colored Ink for HP DeskJet Advantage 2060	Six (6) pcs. Black ink and Four (4) pcs. Tri-colour ink

to the following suppliers, viz;

1. Best Choice Enterprises
2. Complink
3. Ink Bright Trading

[1] Letter of Introduction No. 755 (s.1978) and Executive Order (EO) No.259 (s.1989)
[2] www.procurementservice.org.ph

WHEREAS, on 3 December 2013, the date of deadline, quotations from three (3) suppliers were obtained by the BAC secretariat, attested by the accomplished RFQs certified as correct by the BAC Canvasser (Please see Annexes A, B and C);

A. Best Choice Enterprises	PhP 13,680.00
B. Complink	PhP 13,400.00
C. Ink Bright Trading	PhP 11,150.00

WHEREAS, the quotation submitted by Best Choice Enterprises was automatically disqualified for tendering quotation higher than the ABC. On the other hand, Ink Bright Trading was not considered for the award of contract due to unavailability of stocks (Ink for HP DeskJet Printer 2515);

WHEREAS, upon careful examination and evaluation of the eligibility, technical and financial requirements, the proposal submitted by **Complink** was found to have complied with the specifications and other terms and conditions of the project as shown in the Abstract of Quotations herein attached;

NOW, THEREFORE, WE, the Members of the **BIDS AND AWARDS COMMITTEE,** by virtue of the powers vested on **Us** by law, after duly considering the recommendations of the TWG and the Secretariat, hereby resolved to recommend to the HOPE for his consideration and approval, the award of the contract to **Complink** for the Procurement of One (1) unit computer monitor and Various Printer Ink that is compatible with the existing printers of APO in the amount of **THIRTEEN THOUSAND FOUR HUNDRED PESOS (PHP13,400.00)**;

This resolution shall take effect immediately.

APPROVED this 4th day of December, 2013 at APO Production Unit, Inc., Philippines.

BAC MEMBERS:

Please

LEONARDO G. DE JESUS
Chairman

KARL PAULO C. DAMIAN
Vice-Chairman

DAISY M. GALVADORES
Member

MILAGROS P. SANTOS
Member

ERLINDA H. REYES
Member

Approved:

JAIME H. ALDABA
General Manager