BIDS AND AWARDS COMMITTEE (BAC)
RESOLUTION NO. 11-005-25
PB-25-25

RESOLUTION RECOMMENDING APPROVAL BY THE HOPE OF THE IDENTIFICATION OF THE BIDDER HAVING THE SINGLE CALCULATED AND RESPONSIVE BID AND AWARD OF THE CONTRACT FOR THE SUPPLY AND DELIVERY OF ONE (1) LOT OF CARBONLESS PAPER WITHOUT FIBER STRANDS (PB-25-25)

WHEREAS, on 5 February 2025, Atty. Gil Carlos R. Puyat, President, as Head of the Procuring Entity (HOPE), approved the Annual Procurement Plan (APP) for Calendar Year (CY) 2025 of the APO Production Unit, Inc. (APO-PUI) upon favorable recommendation of the Bids and Awards Committee (BAC);

WHEREAS, included in the approved APP of APO Production Unit Inc. for CY 2025 is the **Supply and Delivery of One (1) Lot of Carbonless Paper without Fiber Strands (PB-25-25);**

WHEREAS, the Approved Budget for the Contract (ABC) for the aforesaid project is Four Million Three Hundred Ninety-Six Thousand Four Hundred Forty-Six Pesos and 85/100 (PhP4,396,446.85);

WHEREAS, in compliance with the pertinent provisions of Republic Act (RA) No. 12009 or the New Government Procurement Act and its Implementing Rules and Regulations (IRR), the BAC and BAC Secretariat published the Invitation to Bid for the competitive bidding of the Supply and Delivery of One (1) Lot of Carbonless Paper without Fiber Strands under identification number Public Bidding (PB) 25-25 dated 26 September 2025 in the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and APO Production Unit, Inc., as well as in conspicuous place within the office premises of the APO Production Unit, Inc.;

WHEREAS, observers from the Commission on Audit (COA), duly recognized private sector associations, non-government organizations, and APO-PUI Internal Audit Unit were invited to sit and monitor the conduct of the Pre-Bid Conference, Opening and Preliminary Examination of Bids, Detailed Bid Evaluation, and Post-qualification process;

WHEREAS, after seven (7) calendar days of posting the Invitation to Bid and Bidding Documents for the above-stated project, the BAC convened for a Pre-Bid Conference on 6 October 2025;

WHEREAS, two (2) bidders participated in the Pre-Bid Conference namely, Metro Paper Converter Philippines Corporation and Embu Integrated and Trading Corporation;

WHEREAS, only one (1) bidder, Embu Integrated and Trading Corporation purchased the Bidding Documents for the project;

WHEREAS, on the deadline for the Submission and Receipt of Bids on 20 October 2025, only one (1) bidder, Embu Integrated and Trading Corporation submitted its Bid Envelope;

WHEREAS, on the same date of Submission and Opening of Bids, the BAC proceeded with the Opening and Preliminary Examination of Bids;

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WHEREAS, after the Opening and Preliminary Examination of the First (1st) Bid Envelope (Eligibility Documents and Technical Component), the eligibility requirements and technical component of the bid of Embu Integrated and Trading Corporation were rated as "Passed";

WHEREAS, the BAC continued with the Opening and Preliminary Examination of the Second (2nd) Bid Envelope (Financial Component) and after examination of the contents thereof, the financial bid of Embu Integrated and Trading Corporation was rated as "Passed;"

WHEREAS, the BAC, with the assistance of the Technical Working Group (TWG), subsequently proceeded with the conduct of the detailed bid evaluation of the financial bid of Embu Integrated and Trading Corporation in accordance with Section 61 of the Approved IRR of RA No. 12009 or the New Government Procurement Act;

WHEREAS, after checking the completeness of the bid and determination of the total calculated bid price of Embu Integrated and Trading Corporation, its bid was identified as the Single Calculated Bid (SCB) with a total calculated bid price of Four Million Three Hundred Eighty-Two Thousand Pesos (PhP 4,382,000.00);

WHEREAS, the BAC, with the assistance of the TWG, then proceeded with the conduct of the post-qualification on 24 to 30 October 2025.

WHEREAS, the TWG presented the post-qualification report to the BAC on 30 October 2025, and the Committee noted that all documents submitted by Embu Integrated and Trading Corporation have been verified and evaluated as per report dated 30 October 2025 were found to be valid, in order and compliant with the requirements;

WHEREAS, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by the bidder having the SCB, Embu Integrated and Trading Corporation was determined to have passed all the criteria for the eligibility, technical and financial components with a total contract price of Four Million Three Hundred Eighty-Two Thousand Pesos (PhP 4,382,000.00);

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

a) To **DECLARE** the bid of Embu Integrated and Trading Corporation as the Single Calculated and Responsive Bid (SCRB); and

b) To **RECOMMEND** for approval by the **HOPE** of APO Production Unit, Inc. the award of the contract to Embu Integrated and Trading Corporation as the bidder having the SCRB with a contract price amounting to Four Million Three Hundred Eighty-Two Thousand Pesos (PhP 4,382,000.00).

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BAC Resolution No. 11-005-25

RESOLVED at APO Production Unit, Inc., Philippine Information Agency (PIA) Building, Visayas Avenue, Diliman, Quezon City this 3rd day November 2025.

BAC MEMBERS:

KARL PAULO C. DAMIAN
Chairperson

PACIFICO D. MANALILI JR.
Vice Chairperson

KRISTIAN MEDEL S. RAMIREZ III
Member

BERNADETTE CLAUDINE B. GUTIERREZ
Member

MICHAEL ROMIL D. SANTIAGO
Member

Approved:

ATTY. GIL CARLOS R. PUYAT
HOPE

//mbm.11.2025