

Republic of the Philippines  
**Department of Social Welfare and Development**  
Regional Field Office V, Buraguis, Legazpi City

**BIDS AND AWARDS COMMITTEE**

**RESOLUTION No. 2020-03-038**

**A RESOLUTION RECOMMENDING TO THE REGIONAL DIRECTOR TO AWARD PURCHASE OF TONERS FOR USE IN THE IMPLEMENTATION OF 4PS IN BICOL REGION CY 2020 PER IB GOP/19-DSWD-169 TO NEED INK SALES & SERVICES BEING THE SINGLE CALCULATED AND RESPONSIVE BIDDER**

**WHEREAS**, the Pantawid Pamilyang Pilipino Program (4Ps) requested for the Purchase of toners for use in the implementation of 4Ps under Purchase Request No. NF 1912-0708 with an Approved Budget Ceiling amounting to P3,602,500.00. Given the amount, said procurement opportunity was posted on PhilGEPS per IB GOP/19-DSWD-169; on the department's website and on a conspicuous place within the agency for wider dissemination;

**WHEREAS**, the Government Procurement Policy Board (GPPB) has issued Circular Letter No. 06-2019 dated July 17, 2019 which prescribes guidelines on the implementation of Early Procurement Activities (EPA) for Fiscal Year (FY) 2020 National Expenditure Program (NEP);

**WHEREAS**, Need Ink Sales & Services was present during the scheduled pre-bid conference on December 23, 2019, 11:20AM;

**WHEREAS**, a number of inquiries were received in the official BAC Sec email address clarifying some items in the bidding documents. Hence, a bid bulletin was published on December 26, 2019 for information and guidance of everyone concerned;

**WHEREAS**, a second bid bulletin was posted on December 30, 2019 rescheduling the deadline of submission of bids/bid opening to January 10, 2020, 1:30PM;

**WHEREAS**, during the deadline for the submission of bids/opening of bids on **January 10, 2020**, only one (1) bidder submitted bid proposal. Opening, examination of bids and determination of responsiveness were done using a non-discretionary "pass/fail" criterion having the hereunder result:

| Name of Bidder                       | Amount of Bid        | Remarks                               |
|--------------------------------------|----------------------|---------------------------------------|
| <b>NEED INK SALES &amp; SERVICES</b> | <b>P3,584,000.00</b> | <b>Eligible: Sole Eligible Bidder</b> |

**WHEREAS**, post-qualification was conducted by the BAC/Technical Working Group to Need Ink Sales & Services being the sole eligible bidder. Per report submitted by the BAC/TWG the said bidder was found responsive as the technical documents that they have submitted such as PhilGEPS registration, Bid Security and Omnibus Sworn Statement are lawful and valid based on the effectivity date of each document. The required amount of transactions for completed contracts were complied and surpassed. The Single Largest Completed Contract that they have presented was with the **DSWD FO V** for the Supply and Delivery of Goods (Office Consumables) for use of the Pantawid Pamilyang Pilipino Program – Lot 2 amounting to **Php3,006,000.00**. Copies of NOA, Notice to Proceed, Contract, Delivery Receipt, Sales Invoice and Collection Receipt were presented upon inspection. It was also noted that the said bidder is the Exclusive Distributor of Pantum International Limited in the Philippines as certified by Mr. Remond Kong, General Manager of Pantum International Limited, issued on January 1, 2020 valid until December 31, 2020;

**WHEREAS**, with the foregoing and after due deliberation, the Bids and Awards Committee resolved to declare the bid of Need Ink Sales and Services as a responsive bid;

**WHEREAS**, Need Ink Sales and Services submitted a new bid security in the form of a bank guarantee issued by Metrobank with reference No. 041/LG/000005/20 dated January 3, 2020 valid until May 05, 2020;

**WHEREAS**, the funds availability has been certified by the Budget Section on March 5, 2020;

**NOW, THEREFORE**, We, the Members of the Bids and Awards Committee **RESOLVES**, as it is hereby **RESOLVED**:

**NOW, THEREFORE**, We, the Members of the Bids and Awards Committee **RESOLVES**, as it is hereby **RESOLVED**:

- a) To declare **Need Ink Sales and Services** as the **Single Calculated and Responsive Bidder** for the **Purchase of toners for use in the implementation of 4Ps in Bicol Region for CY 2020 per IB GOP/19-DSWD-169**;
- b) To recommend the Award of the Contract to **Need Ink Sales and Services** in the amount of **Three Million Five Hundred Eighty-Four Thousand Pesos (Php 3,584,000.00)**

Done this 9<sup>th</sup> day of March 20120 at Legazpi City, Philippines.

**ATTY. MICHAEL GEROME B. BELLENA, CPA**  
BAC Chairperson

**GERLIE L. AVILA**  
BAC Member

**NISLA PAULINITA P. MATAMOROSA**  
BAC Alternate Member

**VICTORIA C. TAGUM**  
BAC Vice-Chairperson

**JUDEX DONNEL G. LLAMOSO**  
BAC Member

**JINKY A. MANGAMPO**  
BAC Alternate Member

Approved:

**ARNEL B. GARCIA, CESO II**  
Regional Director