

## NOTICE TO PROCEED

Date: MAY 30 2024

**JADE MYNSKIE A. REFUERZO**

Authorized Representative  
QUARTZ BUSINESS PRODUCTS CORPORATION  
15th Capital House 9th Avenue Corner 34th Street Bonifacio Global City Fort Bonifacio Taguig City

Dear Ms. Refuerzo:

Please be informed that you may now proceed as the Supplier for the contract entitled PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V with ITB No. IB GOP 2024-DSWD-022 and Contract No. 2024-013 amounting to NINE HUNDRED FORTY NINE THOUSAND FIFTY EIGHT PESOS AND NO CENTAVOS (P949,058.00), inclusive of all applicable taxes.

This Notice binds you to your bid price proposal, schedule of requirements, technical specifications, and other terms and conditions stipulated in the Contract. Please note that complete delivery of goods shall be made within **15 Calendar days** upon receipt of this notice. Further, we acknowledge receipt of your Performance Security in a form of:

(Please check type of Security)	Form of Performance Security	Amount of Performance Security/ Remarks
<input type="checkbox"/>	Cash or Cashier's / Manager's Check	
<input checked="" type="checkbox"/>	Bank Draft/Guarantee or irrevocable letter of credit	5% of the Contract Price/Forty-Seven Thousand Four Hundred Fifty-Two Pesos and Ninety Centavos (Php.47,452.90); Bank Guarantee
<input type="checkbox"/>	Surety Bond	

Kindly affix your signature and the corresponding date in the space provided below:

Very truly yours,

**NORMAN S. LAURIO**  
Regional Director

**CONFIRMED** **MANUEL A. VERDEFLOR**  
Sales Manager  
Public Sector Division

**JADE MYNSKIE A. REFUERZO**  
Authorized Representative  
Date: \_\_\_\_\_

Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Field Office V, Legazpi City

PROJECT: **PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V**

CONTRACT NO.: **2024-013**

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**CONTRACT AGREEMENT**

THIS AGREEMENT made this MAY 23 2024 between DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V of the Philippines, hereinafter called "the Entity", of the one part and QUARTZ BUSINESS PRODUCTS CORPORATION, of 15th Capital House 9th Avenue Corner 34th Street Bonifacio Global City Fort Bonifacio Taguig City hereinafter called "the Supplier" of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V, and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of NINE HUNDRED FORTY NINE THOUSAND FIFTY EIGHT PESOS AND NO CENTAVOS (P949,058.00) hereinafter called "the Contract Price".

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz. :

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of NINE HUNDRED FORTY NINE THOUSAND FIFTY EIGHT PESOS AND NO CENTAVOS (P949,058.00) or such other sums as may be ascertained, QUARTZ BUSINESS PRODUCTS CORPORATION, agrees to provide, PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V, in accordance with his/her/its Bid;

4. The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

  
**NORMAN S. LAURIO**  
Regional Director  
  
**MARISSA M. PAESTE**  
OIC-Policy and Plans Division

for

DEPARTMENT OF SOCIAL  
WELFARE AND DEVELOPMENT  
FIELD OFFICE V

  
**RANNEL A. VERDEFLOR**  
Sales Manager  
Public Sector Division  
**JADE MYNSKIE A. REFUERZO**  
Authorized Signatory  
  
**RANNEL A. VERDEFLOR**  
Sales Manager  
Public Sector Division  
Supplier/Witness

for

QUARTZ BUSINESS PRODUCTS  
CORPORATION

CERTIFIED FUNDS AVAILABLE:

**AMIABELLE N. QUINTANO, CPA**  
Accountant III

  
**GERARD D. DE LEOZ**  
ADMINISTRATIVE OFFICER II

**ACKNOWLEDGEMENT**

**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF MAKATI CITY ) s.s.**

**JUN 20 2024**

**BEFORE ME**, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_ at **MAKATI CITY** personally appeared **NORMAN S. LAURIO** and **JADE MYNSKIE A. REFUERZO** exhibited to me their Competent Evidence of Identity **ID No. 05-0002** issued in **Quezon City** on **September 23, 2022** and ID No. \_\_\_\_\_ issued at \_\_\_\_\_ issued on \_\_\_\_\_ respectively. Known to me to be the person who executed the foregoing instrument and acknowledgment to me the same as their free act and that of the principal they represent. This instrument consists of Three (3) pages including the page, on which, the acknowledgment is written.

**WITNESS MY HAND AND SEAL** on the date and place written.

Doc. No. 170  
Page No. 35  
Book No. 108  
Series No. 2024

**ATTY. MAGNOLIA M. MASANGCAY**  
Appointment No. M-138  
Notary Public for Makati City  
Until December 31, 2025  
Suite 1015/10<sup>th</sup> Cityland 10 Tower 1  
H.V. Dela Costa St, Ayala Ave., Makati City  
Roll No.: 69481  
PTR No. 10077745; 01-04-24; Makati City  
IBP No. 376118; 12-27-23; Batangas Chapter  
MCLE Compliance No. 71-0030405  
Valid until April 14, 2025

## NOTICE OF AWARD

Date: MAY 10 2024

**JADE MYNSKIE A. REFUERZO**

Authorized Representative

QUARTZ BUSINESS PRODUCTS CORPORATION

15th Capital House 9th Avenue Corner 34th Street Bonifacio Global City Fort Bonifacio Taguig City

Dear Ms. Refuerzo:

This is to notify you that your bid for the PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V with a Contract Price equivalent to NINE HUNDRED FORTY NINE THOUSAND FIFTY EIGHT PESOS AND NO CENTAVOS (P949,058.00) as corrected and modified in accordance with the Instructions to Bidders is hereby accepted.

You are hereby required to provide within ten (10) days the performance security in the form and amount stipulated in **Section 39 of the Revised IRR of RA 9184**. Failure to provide the performance security shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,

  
**NORMAN S. LAURIO**  
Regional Director

Conforme:  **RANNEL A. VERDEFLOR**  
Sales Manager

Name of Bidder: JADE MYNSKIE A. REFUERZO

Date Received: MAY 13 2024

**BIDS AND AWARDS COMMITTEE  
RESOLUTION No. 2024-05-013**

**A RESOLUTION RECOMMENDING TO THE REGIONAL DIRECTOR TO AWARD THE CONTRACT FOR THE  
PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V TO QUARTZ BUSINESS PRODUCTS  
CORPORATION AS THE LOWEST CALCULATED AND RESPONSIVE BIDDER**

**WHEREAS** the ICTMS requested for the PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V amounting to One Million Six Hundred Eighty-Seven Pesos (₱1,687,000.00), hence the said procurement opportunity was posted on PhilGEPS per IB GOP 2024-DSWD-022; on the department’s website and on a conspicuous place within the agency for wider dissemination;

**WHEREAS**, the request as mentioned above is included in the Annual Procurement Plan (APP) of the Agency for CY 2024;

**WHEREAS**, several bidders were present during the scheduled Pre-Bid Conference last March 25, 2024, at 9:00 AM, namely Mustard Seed Systems Corporation – Naga, Bitslink, Tronix Technology Solution Opc, Pc Experts Computer Parts and Accessories Trading, Pronet Systems Integrated Network Solutions Inc., Isource Asia Business Solutions Corporation, Quartz Business Product Corp., GTG Alltech Merchandise, IT Avenue General Merchandise, Denver’s Computer Shoppe Inc., My Busybee Inc., and Albay Computer & Electronics Supplies & Repair;

**WHEREAS**, during the deadline for the submission/opening of bids on April 11, 2024, at 8:30 AM ten (10) bid proposals were received by the BAC Secretariat as indicated below. Opening of Bids and examination of the presence or absence of the required eligibility, technical, and financial documents were done using a non-discretionary “pass/fail” criteria having hereunder result:

REQUIREMENTS	QUARTZ BUSINESS PRODUCTS CORPORATION	MUSTARD SEED SYSTEMS CORPORATION	PIXEL8 WEB SOLUTIONS & CONSULTANCY INC.	IT AVENUE GENERAL MERCHANDISE	PRONET SYSTEMS INTEGRATED NETWORK SOLUTIONS, INC.	JONECO TECH MARKETING CORP.	DCI INT'L I.T. SOLUTIONS AND SERVICES CORPORATION	TRONIX TECHNOLOGY SOLUTIONS OPC	K2C GENERAL MERCHANDISE	3GX Computer & IT Solutions Technoshop
<b>TECHNICAL COMPONENT ENVELOPE</b>										
PhilGEPS Certificate of Registration and Membership	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
Statement of all ongoing government and private contracts	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed
Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, within two (2) years from the submission of bids	Passed	Passed	Passed	Passed	Passed	Passed	Passed	Failed	Failed	Failed
Bid Security	Passed	Passed	Passed	Passed	Passed	Passed	Passed	N/A	N/A	N/A
Conformity with technical specifications	Passed	Passed	Passed	Passed	Passed	Passed	Passed	N/A	N/A	N/A
Omnibus Sworn Statement	Passed	Passed	Passed	Passed	Passed	Passed	Passed	N/A	N/A	N/A
Audited Financial Statement	Passed	Passed	Passed	Passed	Passed	Passed	Passed	N/A	N/A	N/A
NFCC computation or Committed Line of Credit (CLC)	Passed	Passed	Passed	Passed	Passed	Passed	Passed	N/A	N/A	N/A
Joint Venture Agreement, if applicable	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>FINANCIAL PROPOSAL</b>										
Financial Bid Form, and the applicable Price Schedules.	Passed	Passed	Passed	Passed	Passed	Passed	Passed	N/A	N/A	N/A
ABC in Philippine Peso:	N/A	N/A								
<b>₱</b> 1,687,000.00	<b>₱</b> 949,058.00	<b>₱</b> 1,033,890.00	<b>₱</b> 1,532,519.00	<b>₱</b> 1,385,750.00	<b>₱</b> 1,244,765.00	<b>₱</b> 1,071,245.00	<b>₱</b> 1,446,000.00	N/A	N/A	N/A

REMARKS	Eligible	Eligible	Eligible	Eligible	Eligible	Eligible	Eligible	Ineligible	Ineligible	Ineligible
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**WHEREAS**, during the detailed bid evaluation, Quartz Business Products Corporation was declared Lowest Calculated and Eligible Bidder;

**WHEREAS**, a post-qualification evaluation was conducted on April 30, 2024, by the BAC & TWG to Quartz Business Products Corporation. As per report submitted by the Post-Qualification Team, the said bidder was found responsive as the technical documents 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 the completed contract is complied with and surpassed. The Single Largest Completed Contract presented was with Public Attorney's Office (DOJ), Quezon City for the Procurement of 500 units of MS Office License per PO No. 646-07-2022 for the PAO CO for FY 2022 amounting to P5,644,500.00; Copies of the NOA, Contract, NTP, Sales Invoice No. 0000016201 dated December 16, 2022, Collection Receipt No. 73217, Certificate of Acceptance & Completion Dated June 01, 2023 and other related documents were presented upon inspection. The post-qualification team noted that the specifications indicated in the bid document were all complied.

**WHEREAS**, Quartz Business Products Corporation was assessed as Post-Qualified by the Post-Qualification Team per submitted Post-Qualification Report.

**WHEREAS**, with the foregoing and after due deliberation, the Bids and Awards Committee resolved to declare the bid of Quartz Business Products Corporation as Responsive Bid;

**NOW, THEREFORE**, We, the Members of the Bids and Awards Committee RESOLVES, as it is hereby RESOLVED, to recommend to the HoPE of DSWD FO V to;

- a) To declare **QUARTZ BUSINESS PRODUCTS CORPORATION** as the **Lowest Calculated and Responsive Bidder** for the **PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V**;
- b) To recommend the Award of the Contract to **QUARTZ BUSINESS PRODUCTS CORPORATION** as the **Lowest Calculated and Responsive Bidder** for the **PROCUREMENT OF 241 MICROSOFT OFFICE FOR DSWD FO V** amounting to **NINE HUNDRED FORTY-NINE THOUSAND FIFTY-EIGHT PESOS ONLY (P949,058.00)**;

Done this 7<sup>th</sup> of May 2024 in Legazpi City, Philippines.

  
**CLAUDIO A. VILLAREAL JR.**  
SWO IV, DRMD OIC-Chief  
Chairperson

**-OB-**  
**JUDEX DONNEL G. LLAMOSO**  
AO IV, Procurement Section Head  
Vice-Chairperson


**-ON LEAVE-**  
**MA. CARMEN T. TAYAM**  
AO V, Budget Section Head  
Regular Member

  
**JOSEPH L. TESTON**  
PO III, Standard Section Head  
Provisional Member

  
**LLYOD DRAZEN B. BAS**  
SAO, Kalahi RPMO  
Alternate Member

**-ON LEAVE-**  
**MELANIE B. GARRIDO**  
SWO II, DRMD  
Provisional - Alternate Member

Approved      ( ) Disapproved

  
**NORMAN S. LAURIO**  
Regional Director, DSWD FO V  
(per Special Order No. 3051, Series of 2022)  
Authorized Representative/Head of the Procuring Entity