

## BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS

### Procurement of One (1) Year Rental of Twenty (20) Color Multifunction Copy Machines

#### RESOLUTION OF AWARD (RESO NO. BG 2021-0003)

**WHEREAS**, BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA), through its 2021 Corporate Budget, applied the sum of **Three Million Two Hundred Fifty-Four Thousand Pesos (P3,254,000.00)**, inclusive of VAT and all other applicable government taxes, fees and other charges, as the Approved Budget for the Contract (ABC) for the **Procurement of One (1) Year Rental of Twenty (20) Color Multifunction Copy Machines**.

**WHEREAS**, the BAC for Goods (BAC-G), through its Secretariat, advertised the Invitation to Bid on 26 November 2020 in the following:

1. DBM Philippine Government Electronic Procurement System (PhilGEPS);
2. BCDA Website; and
3. Conspicuous place reserved for the purpose in the premises of BCDA.

**WHEREAS**, in response to said advertisements, the lone bidder, **Otus Copy Systems, Inc.**, submitted its bid for the project:

**WHEREAS**, during the Opening of Bids on 23 December 2020, the BAC-G received and opened the bid proposal submitted by **Otus Copy Systems, Inc.** BAC-G found **Otus Copy Systems, Inc.** to be eligible, thus it proceeded with the opening of the financial proposal of Otus Copy Systems, Inc.

**WHEREAS**, after the preliminary evaluation of the submitted bid of **Otus Copy Systems, Inc.**, BAC-G found **Otus Copy Systems, Inc.** to have: (i) passed the eligibility requirements and technical proposal; and (ii) submitted a financial proposal of **Three Million One Hundred Eighty Nine Thousand Five Hundred Pesos (Php3,189,500.00)**, inclusive of government taxes and fees, which is below the ABC. Thus, the BAC-G declared **Otus Copy Systems, Inc.** as the Single Calculated Bid for the **Procurement of One (1) Year Rental of Twenty (20) Color Multifunction Copy Machines**.

*The Abstract of Bids is hereby attached as "Annex "A".*

**WHEREAS**, in view of the foregoing and consistent with Section 34 of Rule X – Post-Qualification of the Revised Implementing Rules and Regulations of Republic Act No. 9184, the BAC-G Technical Working Group (TWG) conducted Post-Qualification of **Otus Copy Systems, Inc.** on 05-07 January 2021 to determine if **Otus Copy Systems, Inc.** is compliant and responsive to the requirements and conditions specified in the Bidding Documents.



**WHEREAS**, upon post-qualification conducted by the BAC-G TWG and after careful examination, validation, and verification of all the eligibility, technical and financial documents submitted by **Otus Copy Systems, Inc.**, BAC-G found that all documents submitted by **Otus Copy Systems, Inc.** were in order except the annual business permit of **Otus Copy Systems, Inc.** which expired on 31 December 2020. However, the BAC-G found that **Otus Copy Systems, Inc.** has already filed its application for the renewal of its annual business permit (for Year 2021) on 7 January 2021, which is within the deadline for the renewal of business permits provided by the LGU of Mandaluyong City Ordinance No. 812, S-2020 dated 29 December 2020.

**WHEREAS**, during the post qualification of **Otus Copy Systems, Inc.**, it presented to the BAC-G TWG a copy of Transaction Official Receipt No. 6387889 dated 07 January 2021 which was issued by the LGU of Mandaluyong to **Otus Copy Systems, Inc.'s** for the latter's application of its annual business permit. **Otus Copy Systems, Inc.** promised to submit a copy of its 2021 business permit to BCDA not later than 31 January 2021.

*The Post-Qualification Report is hereby attached as Annex "B".*

**WHEREAS**, pursuant to 1.0 of GPPB Resolution No. 09-2020 dated 20 March 2020 and 6.2 of the GPPB Resolution No. 09-2020 dated 07 May 2020, the Procuring Entity shall accept the alternate documentary requirements for procurement activities during a State of Calamity, or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder such as an expired Business or Mayor's permit with Official Receipt of renewal application but subject to submission of Business or Mayor's permit after the award of contract but before payment. Pending the issuance by the LGU and submission of a copy of **Otus Copy Systems Inc.'s** 2021 annual business permit to BCDA, **Otus Copy Systems, Inc.** is declared compliant and responsive;

**NOW, THEREFORE**, We, the Members of the Bids and Awards Committee for Goods, hereby **RESOLVE** as it is hereby **RESOLVED** to recommend the following:

1. To declare **Otus Copy Systems, Inc.** as the Single Calculated and Responsive Bidder for the **Procurement of One (1) Year Rental of Twenty (20) Color Multifunction Copy Machines** and to award the contract to **Otus Copy Systems, Inc.** in the amount of **THREE MILLION ONE HUNDRED EIGHTY-NINE THOUSAND FIVE HUNDRED PESOS (Php3,189,500.00)**, inclusive of all applicable taxes and fees, subject to Otus Copy Systems, Inc.'s submission to BCDA of its annual business permit for the Year 2021.
2. To issue the Notice of Award to **Otus Copy Systems, Inc.**; (*copy attached*);
3. To direct the End-user unit to furnish the BAC-G copies of the duly-conformed Notice of Award, Notice to Proceed and the duly executed agreements/contracts;

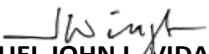
**RESOLVED**, at the BCDA Corporate Center Office, this 11 January 2021.

**BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS**

  
**BGEN CARLOS F QUITA (RET)**  
Chairperson


  
**MARIA SOLEDAD C. SAN PABLO**  
Vice Chairperson

  
**EDILBERTO R. REBATO, JR.**  
Member

  
**SAMUEL JOHN L. VIDALLON**  
Member

  
**ARISTOTLE E. GUERRERO**  
Member

Approved By:

  
**AILEEN AN. R. ZOSA**  
Executive Vice President and  
Chief Operating Officer

BACG2021-0014