

BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS

RESOLUTION RECOMMENDING AWARD OF THE CONTRACT FOR THE RENTAL OF SIX (6) MONOCHROME AND TEN (10) COLOR MULTI-FUNCTION COPY MACHINES FOR 2017

RESOLUTION NO. BG 2017-024

WHEREAS, the BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) has put on bid **THE RENTAL OF SIX (6) MONOCHROME AND TEN (10) COLORED MULTI-FUNCTION COPY MACHINES** with an Approved Budget for the Contract (ABC) in the amount of **Pesos: Two Million Four Hundred Thousand (Php2,400,000.00)**, inclusive of all applicable taxes and fees;

WHEREAS, the BAC-G, through its Secretariat, advertised the Invitation to Bid on 24 April 2017 in the following:

- a. Newspaper of nationwide circulation;
- b. DBM Philippine Government Electronic Procurement System (PhilGEPS);
- c. BCDA Website;
- d. In a conspicuous place reserved for the purpose in the premises of BCDA;

and said Invitation to Bid was posted continuously for seven (7) calendar days in b to d;

WHEREAS, in response to the Invitation to Bid, two (2) prospective bidders purchased the bidding documents, namely: 1) Otus Copy Systems, Inc.; and, 2) UBIX Corporation;

WHEREAS, on the day of opening of bids on 19 May 2017 at 2:00 PM, the above-named two (2) bidders submitted their eligibility documents and were all found eligible, hence, their financial proposals were opened which were likewise found to be complying, as shown in the matrix below:

Name of Bidder	Otus Copy Systems, Inc.		UBIX Corp.	
	Bid per Sheet	Total Bid Amount	Bid per Sheet	Total Bid Amount
Monochrome	Php0.70	Php1,540,000.00	Php0.67	Php1,474,000.00
Color	Php6.00	Php852,000.00	Php5.50	Php781,000.00
Total		Php2,392,000.00		Php2,255,000.00

**(The Abstract of Bids is hereto attached as Annex "A" and made an integral part of this Resolution);*

WHEREAS, based on the comparison of the above financial proposals of the two (2) bidders, **UBIX Corp.** submitted the Lowest Calculated Bid;

WHEREAS, on 25 May 2017, the Technical Working Group (TWG) conducted post qualification of UBIX Corp. to determine whether it complies with and is responsive to the requirements and conditions specified in the Bidding Documents; thereafter, the TWG recommended in its Report of Post-Qualification (hereto attached as **Annex "B"**) to post-disqualify UBIX Corp. for its Non-Compliance with the Legal Requirements, citing the failure of UBIX Corp. to submit a valid Tax Clearance per E.O. 398, 2005; further, the TWG recommended to proceed with the post-qualification of the Second Lowest Calculated Bid;

WHEREAS, on 29 and 31 May 2017, the TWG conducted post-qualification evaluation of Otus Copy Systems, the bidder with the Second Lowest Calculated Bid, and after careful examination, validation and verification of all its eligibility, legal, technical, and financial documents, as submitted to the BAC, its bid has been found Complying and Responsive, as summarized in the TWG's Post Qualification Report on Otus Copy Systems (hereto attached as **Annex "C"**);

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 bidder with the Lowest Calculated and Responsive Bid for the **RENTAL OF SIX (6) MONOCHROME AND TEN (10) COLOR MULTI-FUNCTION COPY MACHINES FOR 2017**;
2. To award the Contract to **Otus Copy Systems, Inc.** in the amount of **PESOS: Two Million Three Hundred Ninety Two Thousand Only (Php2,392,000.00)**, inclusive of all applicable taxes and fees; and
3. To issue the corresponding Notice of Award to **Otus Copy Systems, Inc.** (Copy Attached).

RESOLVED, at the BCDA Corporate Center, this 9th day of June 2017.

BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS

on foreign travel

AILEEN ANUNCIACION R. ZOSA

Chairperson

BLAISE MARIE E. ALARAS-MALABANAN

Vice Chairperson

NANCY V. PAJE
Member

NORMA S. PABUSTAN
Member

EDUARDO G. POLICARPIO
Member

ARISTOTLE E. GUERRERO
Provisional Member

Approved by:

VIVENCIO B. DIZON
President and CEO

BASES CONVERSION AND DEVELOPMENT AUTHORITY

BIDDING FOR THE RENTAL OF SIX (6) MONOCHROME AND TEN (10) COLOR MULTI-FUNCTION COPY MACHINES FOR 2017
19 MAY 2017 / 2:00PM BCDA LOBBY CONFERENCE ROOM

ABSTRACT OF BIDS AS READ (ELIGIBILITY AND FINANCIAL DOCUMENTS)

Name of Bidders		OTUS COPY SYSTEMS, INC.	U-BIX CORPORATION
Date & Time Submitted		19 May 2017/ 9:57am	19 May 2017/ 11:46am
ELIGIBILITY & FINANCIAL DOCUMENTS			
	• ORIGINAL	Passed	Passed
	• COPY	Passed	Passed
CHECKLIST OF REQUIREMENTS			
TAB A	<p>PhilGEPS Certificate of Registration under Platinum Membership or in case of Blue membership, the following Class "A" Eligibility Documents:</p> <ul style="list-style-type: none"> ➤ Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives. ➤ Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas <ul style="list-style-type: none"> ○ In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post 	<p>Platinum Membership Valid until July 3, 2017</p> <p>Passed</p>	<p>Blue Membership Valid until June 13, 2017</p> <p>SEC</p> <p>Valid until December 31, 2017 Issued by: Lungsod ng Makati</p>

[Handwritten signatures and initials]

Name of Bidders		OTUS COPY SYSTEMS, INC.	U-BIX CORPORATION
Date & Time Submitted		19 May 2017/ 9:57am	19 May 2017/ 11:46am
	<p>qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.</p> <p>➤ Tax clearance per E.O. 398, 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>		<p>Sworn Affidavit issued by BIR Notarized: May 4, 2017</p> <p>Passed</p>
TAB B	<p>Notarized Omnibus Sworn Statement/Affidavit of the prospective bidder (of its background, affiliations, responsibilities as Bidder, authorizations, etc.) (Section IX, Bidding Forms)</p>	Passed	<p>Omnibus Sworn Statement Secretary's Certificate Notarized: May 18, 2017</p> <p>Passed</p>
TAB C	<p>Statement / List of all on-going, and completed government and private contracts, similar in nature to the contract/project subject of the bidding at hand, within at least the past three (3) years (April 2014 to April 2017) using the following forms and support documents:</p> <ul style="list-style-type: none"> (FORM SF-GOOD-13a) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (FORM SF-GOOD-13b) Statement / List of at least one (1) COMPLETED government and/or private contracts (Section IX, Bidding Forms) similar in nature as the contract subject of bidding with a value of at least fifty (50%) of the Approved Budget for the Contract (ABC); or two (2) similar contracts with the aggregate contract amount equivalent to at least fifty percent (50%) of the ABC of the contract subject of bidding at hand supported with the following 	<p>Passed</p> <p>Passed</p> <p>APEC 2015 - P23,247,072.00 December 2014 to November 2015 Cert. of Satisfactory Performance - March 15, 2016</p>	<p>Passed</p> <p>Passed</p> <p>BSP Job order PG13039 Issued: Oct. 7, 2013 Monochrome: P0.76/copy Color: P4.50/copy 155 units - Monochrome 7 units - Color Sept. 9, 2013 to Sept. 8, 2016</p>

[Handwritten signatures and initials]

Name of Bidders		OTUS COPY SYSTEMS, INC.	U-BIX CORPORATION
Date & Time Submitted		19 May 2017/ 9:57am	19 May 2017/ 11:46am
	documents (in accordance to BDS Clause 5.4 of the BDS): 1. Contract; AND 2. Certificate of Completion or Official Receipt of last payment received		Cert. Of Satisfactory Performance – March 29, 2017
TAB D	Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms) or a Committed Line of Credit (CLC) from a universal or commercial bank which must be at least equal to 10% of the ABC	P110,687,846.05 Passed	P16,037,826,869.20 Passed
TAB E	Bid Security (use Section IX, Bidding Forms in case of Bid Securing Declaration) Bid Securing Declaration; or Cash or Cashier's/ Manager's Check/ Bank Guarantee (Php2,400,000.00 x .02 = <u>Php48,000.00</u>); or Surety Bond (Php2,400,000.00 x .05 = <u>Php120,000.00</u>)	Bid Securing Declaration Notarized: May 18, 2017 Passed	Bid Securing Declaration Notarized: May 18, 2017 Passed
TAB F	Technical Specifications Compliance Form (<u>Use the supplied Technical Specifications Compliance Form found in the Bid Documents as Section VII</u>)	Passed	Passed
TAB G	Schedule of Requirements (use Section VI) duly signed in every page by the principal bidder or the bidder's authorized representative	Passed	Passed
TAB H	If applicable, valid Joint Venture Agreement (JVA) in case the joint venture is already in existence; in the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful, in accordance with Section 23.1 (b) of the IRR.	n/a	n/a

Name of Bidders		OTUS COPY SYSTEMS, INC.	U-BIX CORPORATION
Date & Time Submitted		19 May 2017/ 9:57am	19 May 2017/ 11:46am
<p>Each partner of the JV shall likewise submit their respective PhilGEPS Certificates of Registration under Platinum Membership.</p> <p>The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.</p>			

FINANCIAL PROPOSAL							
TAB I	Financial Bid Form (use Section IX Bidding Forms) Php2,400,000.00			OTUS COPY SYSTEMS, INC.		U-BIX CORPORATION	
		ABC per Sheet	Projected Number of Sheets	Bid per Sheet	Total	Bid per Sheet	Total
	Monochrome	Php0.70	2,200,000.00	Php0.70	Php1,540,000.00	Php0.67	Php1,474,000.00
	Color	Php6.05	142,000.00	Php6.00	Php852,000.00	Php5.50	Php781,000.00
			Total		Php2,392,000.00		Php2,255,000.00

BIDS AND AWARDS COMMITTEE FOR GOODS


AILEEN AN. R. ZOSA
Chairperson


ATTY. BLAISE MARIE E. ALARAS-MALABANAN
Member

EDUARDO G. POLICARPIO
Member


NANCY V. PAJE
Member


NORMA S. PABUSTAN
Member


DEAN S. MONTALBAN
OBSERVER

OBSERVER

5/26/2017
11:20 pm
Lobby Conf. Rm



INTERNAL MEMO

FOR THE CHAIRMAN AND MEMBERS OF THE BAC FOR GOODS

From : **THE TECHNICAL WORKING GROUP**
Date : **May 25, 2017**
Subject : **Report on the Post Qualification conducted on UBIX CORPORATION (UBIX) for the Bidding for the One (1) Year Rental of Six (6) Monochrome and Ten (10) Color Multi-Function Copy Machines for 2017**

Reference. Pursuant to the provisions in Section 34 of the Revised Implementing Rules and Regulations of RA 9184, the TWG of the BAC for Goods conducted a post qualification evaluation to determine whether **UBIX** complies with and is responsive to all the requirements and conditions specified in the bidding documents for the Bidding for the One(1) Year Rental of Six (6) Monochrome and Ten (10) Color-Multi-Function Machines for 2017.

The post qualification activity covered the following:

I. Verification of the documents submitted against the original

The documents submitted, as enumerated in the Checklist of Requirements, were verified against the original copies. Based on our evaluation, the documents submitted are in accordance with the requirements as they are true and faithful copies of the original documents presented during the conduct of the post qualification.

Document	Remarks
PhilGEPS Certificate of Registration under Blue Membership	Valid until June 13, 2017
Registration certificate from Securities and Exchange Commission (SEC)	Company Reg. No. 53518 issued on Nov. 9, 1973
Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.	Issued by the City of Makati valid until December 31, 2017
Tax clearance per E.O. 398, 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	Expired Tax Clearance February 12, 2016. Submitted Sworn Affidavit issued by BIR notarized May 4, 2017.

It is compliant with **the minimum amount required for on-going and completed contracts** within the prescribed period, starting April 2014 to April 2017, based on the list of on-going and completed contracts submitted; duly supported with copies of Purchase Orders, Notice of Awards, Notices to Proceed, Sales Invoices, and Official Receipt.

One of the documents presented related to the company's On-Going Projects is with the Philippine Health Insurance Corporation amounting to *Three Million Three Hundred Seventy Five Thousand Seven Hundred Nine Pesos and Eighteen Centavos (P 3,375,709.18)*.

They have also completed a contract with Bangko Sentral ng Pilipinas from September 9, 2013 to November 8, 2016 for the rental of one hundred fifty five (155) units monochrome multifunctional machines amounting P0.76/copy and seven (7) units colored multi-function machines amounting to amounting P4.50/copy.

***The eligible bidder did not comply with the required Legal documents (Tax Clearance).**

II. Compliance to Technical Requirements

UBIX indicated that it is compliant with the requirements stated in the signed Technical Specification Compliance Form:

Type [Digital]	:	Digital
Speed	:	Monochrome 55 copies per minute Color 40 copies per minute
Stocking capacity [3,500 sheets]	:	3,500 sheets / machine
Maximum Output Capacity [150,000]	:	150,000
Throughput Capacity [Max: A3/ Min: A5]	:	Max: A3 / Min: A6 Mailing Envelope (size: 9 1/2" x 4 1/8 "; thickness: 180gsm)
Feeder [2-sided auto. reversing]	:	2 sided Automatic Reversing Feeder
Dimension	:	39" (W) x 69" (L) x 48" (H)
Others	:	With network printing capability With network scanning capability With finisher With reduction/enlargement capacity With per user usage report generation capability; Free monthly maintenance service , parts and consumables

The TWG went to the company's office in Makati City to inspect the machines' functionalities, and to measure the dimensions. The TWG certifies that the machines' functionalities and dimension comply with the requirements stated in the Terms of Reference for this procurement.

***Based on the inspection conducted, the TWG certifies that UBIX Corporation is compliant with all the technical specifications required by BCDA.**

III. Financial Requirement Compliance

UBIX Corporation was organized under the laws of the Republic of the Philippines and registered with SEC on November 9, 1973 (based on its Articles of Incorporation), with the primary purpose of engaging in general merchandising business, import, purchase, sale, lease of goods, wares, copying machines, business machines, and/or office machines, and other accessories, parts and supplies.

Upon validation, the computed NFCC of UBIX is Php 16,037,826,869.15.

Based on their Audited Financial Statement for 2016, the total assets of the company as of December 31, 2016 amounts to Php 2,311,148,988.00. The said declared amount of total assets is sufficient to settle its total liabilities amounting to Php 885,785,639.00.

On the overall, the company's posted assets of Php 2,311,148,988.00 is enough to support the requirements of the project.

***The eligible bidder have complied with the required financial requirements.**


IV. The following additional documents were also submitted during the conduct of the post qualification evaluation(attached):

- a. Latest Income and Business Tax Returns for the last six (6) months preceding the date of the bid submission."


Due to the failure to submit a valid Tax Clearance, the Technical Working Group recommends to post-disqualify UBIX and proceed with the post-qualification of the second Lowest Calculated Bid.


We submit the above cited information and evaluation to the Committee for consideration:

The Technical Working Group

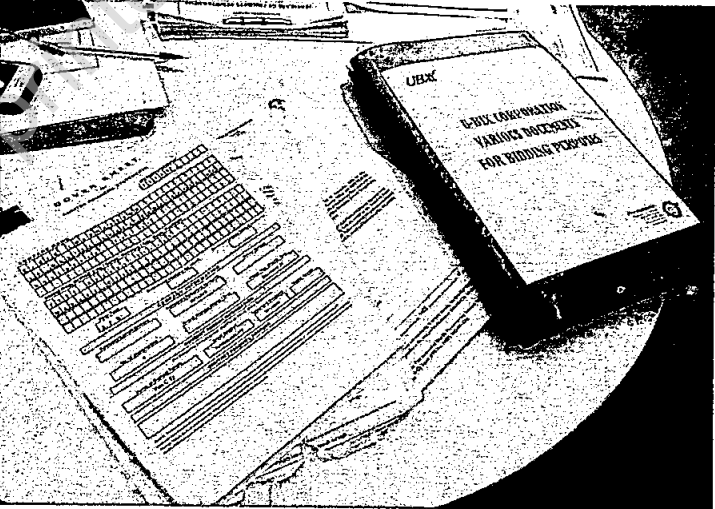
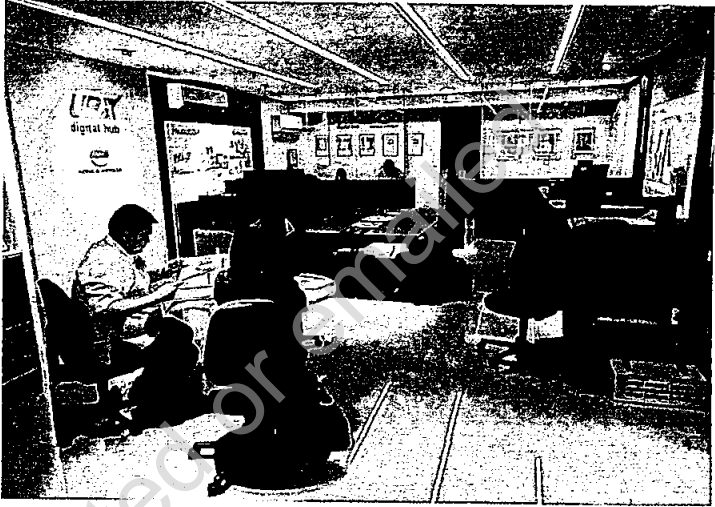

TINA R. VILLA
Provisional Member

(on travel)
ALMIRA S. CLARIANES
Member


ELMER C. ELIZAGA
Member


STEVENSON E. TUGAN JR.
Head-TWG

Post Qualification Pictures



8
4

INTERNAL MEMO

FOR THE CHAIRMAN AND MEMBERS OF THE BAC FOR GOODS

From : **THE TECHNICAL WORKING GROUP**

Date : **May 31, 2017**

Subject : **Report on the Post Qualification conducted on OTUS COPY SYSTEMS, INC. (OTUS) for the Bidding for the One (1) Year Rental of Six (6) Monochrome and Ten (10) Color Multi-Function Copy Machines for 2017**

Reference. Pursuant to the provisions in Section 34 of the Revised Implementing Rules and Regulations of RA 9184, the TWG of the BAC for Goods conducted a post qualification evaluation to determine on May 29, 2017 whether **OTUS** complies with and is responsive to all the requirements and conditions specified in the bidding documents for the Bidding for the One (1) Year Rental of Six (6) Monochrome and Ten (10) Color Multi-Function Machines for 2017. This after the bidder with the Lowest Calculated Bid (UBIX Corporation) was post-disqualified due to its failure to submit a valid Tax Clearance as part of its Legal Document requirement.

I. The post qualification activity covered the following: Verification of the documents submitted against the original

The documents submitted, as enumerated in the Checklist of Requirements, were verified against the original copies. Based on our evaluation, the documents submitted are in accordance with the requirements as they are true and faithful copies of the original documents presented during the conduct of the post qualification.

Document	Remarks
PhilGEPS Certificate of Registration under Platinum Membership	Valid until July 3, 2017
Registration certificate from Securities and Exchange Commission (SEC)	Company Reg. No. CS200606472 issued on May 3, 2006
Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.	Issued by the City of Mandaluyong valid until December 31, 2017
Tax clearance per E.O. 398, 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	Valid until December 13, 2017

On-Going Contracts	<p>Contract with Department of Foreign Affairs (DFA) amounting to Php18,258,240.00.</p> <p>Contract with Bangko Sentral ng Pilipinas (BSP) amounting to Php11,956,488.13</p> <p>Among others..</p>
Completed Contract	<p>Contract for the Rental of Multi-Function Copiers and Printers for the 2015 ASIA-PACIFIC Economic Cooperation (APEC) Meetings with the Office of the President through APEC NATIONAL ORGANIZING COUNCIL amounting to Php23,247,072.00 notarized Sep. 10, 2015.</p> <p>Certificate of Satisfactory Performance issued March 15, 2016.</p>

The eligible bidder has complied with the required Eligibility requirements.

II. Compliance to Technical Requirements

OTUS indicated that it is compliant to the eight (8) items specified in the signed Technical Specification Compliance Form:

Type [Digital]	: Digital
Speed	: Monochrome 55 copies per minute Colored 40 copies per minute
Stocking capacity [3,500 sheets]	: 3,500 sheets / machine
Maximum Output Capacity [150,000]	: 150,000
Throughput Capacity [Max: A3/ Min: A5]	: Max: A3 / Min: A6 Mailing Envelope (size: 9 1/2" x 4 1/8 "; thickness: 180gsm)
Feeder [2-sided auto. reversing]	: 2 sided Automatic Reversing Feeder
Dimension	: 39" (W) x 69" (L) x 48" (H)
Others	<p>With network printing capability</p> <p>With network scanning capability</p> <p>With finisher</p> <p>With reduction/enlargement capacity</p> <p>With per user usage report generation capability;</p> <p>Free monthly maintenance service, parts and consumables</p>

On May 29, 2017 at 4:15 PM the TWG arrived at the company's office in Mandaluyong City to inspect the machine's functionalities, and to measure the dimensions of the offered unit. During the conduct of the post qualification activity, the TWG Members took note of the following:

1. According to Mr. Erwin C. Manarpis, OTUS President and Chairman, instead of deploying Six (6) Monochrome and Ten (10) Color Multi-Function Copy Machines, all machines to be deployed shall be Color Multi-Function Copy Machines. Six machines intended for monochrome printing will be restricted

- for such type of printing. Admin access shall be given to BCDA to allow color print/copy in the event that BCDA needs the said functionality.
2. The multi-function copy machine presented is compact. If deployed in BCDA, it will occupy smaller space;
 3. The machine has very minimal possibility of paper jams based on the design of the machine. Per demonstration, the demo machine accepted for printing crumpled and torn paper despite the poor quality of paper supply; and,
 4. Machine will still function despite incomplete toner.
e.g. Monochrome print requirement will still be processed by the machine even if a color toner is low or unavailable.

Among the technical requirements that were found compliant with OTUS' demo machine, the TWG members failed to check the functionality of the Finisher due to lack of time and unavailability of the said component in their office.

Due to this, another testing was conducted on May 31, 2017 in the OTUS Warehouse at Pasig City where the unit with Finisher was located.

As a result of the Post Qualification activities conducted with OTUS Copy Systems, Inc., the TWG certifies that the machine's functionalities and dimension comply with the requirements stated in the Terms of Reference for this procurement. Attached are test prints conducted showing vividness of colored printing.

Based on the inspection conducted, the TWG certifies that OTUS Copy Systems is compliant with all the technical specifications required by BCDA.

III. Financial Requirement Compliance

OTUS COPY SYSTEMS, INC. was incorporated and registered with the Philippine Securities and Exchange Commission (SEC) on May 3, 2006 under SEC Registration No. CS200606472. The Company was organized primarily to engage in the business of trading goods such as photocopiers, consumable, parts on wholesale/retail.

Based on their **Audited Financial Statement as at and for the year ended December 31, 2016**, the total assets of the company as of December 31, 2016 in the amount of Php15,216,343.00 is sufficient to settle its total liabilities amounting to Php166,712.00

The computation below shows the Liquidity of OTUS COPY SYSTEMS, INC.

Formula:

Current Ratio = Current Assets ÷ Current Liabilities

11,830,826.00 ÷ 166,712.00, then the Current Ratio is = 70.97 to 1

A current ratio that is better than 1 to 1 is considered good. The higher the ratio, the better the financial position of the company. The current ratio of **OTUS COPY SYSTEMS, INC.** is 70.97 to 1, it indicates they are in a sound financial position,

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highly liquid and can sustain the operating cash flow requirement of the transactions.

The eligible bidder have complied with the required financial requirements.


IV. The following additional documents were also submitted during the conduct of the post qualification evaluation(attached):


- a. Latest Income and Business Tax Returns for the last six (6) months preceding the date of the bid submission."


The eligible bidder complied with all our Legal, Technical, Financial and Post-Qualification requirements, hence the TWG recommends to award the contract to OTUS COPY SYSTEMS, INC.

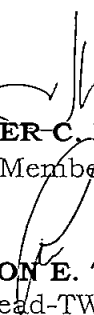
We submit the above cited information and evaluation to the Committee for consideration:

The Technical Working Group


TINA R. VILLA
Provisional Member


ALMIRA S. CLARIANES
Member


ELMER C. ELIZAGA
Member


STEVENSON E. TUGAN JR.
Head-TWG

Post Qualification Pictures



8