

BIDS AND AWARDS COMMITTEE FOR GOODS (BAC-G)

**PROCUREMENT OF ONE (1) YEAR RENTAL OF TWENTY-EIGHT (28) MULTIFUNCTION
COLOR COPY MACHINES FOR CY 2025**

RESOLUTION No. BG-2025-008

WHEREAS, the BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA), through its 2025 Corporate Budget, applied the sum of **Three Million Six Hundred Thousand Pesos (Php3,600,000.00)**, inclusive of VAT and all applicable government taxes, fees, and charges, as the Approved Budget for the Contract (ABC) for the **Procurement of One (1) Year Rental of Twenty-Eight (28) Multifunction Color Copy Machines for CY 2025**;

WHEREAS, the BAC for Goods (BAC-G), through its Secretariat, advertised the Invitation to Bid on 21 January 2025 in the following platforms:

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, BAC-G conducted a Pre-bid Conference on 06 February 2025 which was attended by the following prospective bidders, namely:

1. iSource Asia Business Solutions; and
2. Otus Copy Systems, Inc.

WHEREAS, in response to said advertisements, a sole bidder, **Otus Copy Systems, Inc.**, submitted its bid for the project before the deadline of submission at 9:00 AM on 20 February 2025;

WHEREAS, during the Opening of Bids on 20 February 2025 at 10:00 AM, BAC-G opened the technical and financial bids submitted by the above-mentioned bidder and rated the same as "passed".

WHEREAS, on 21 February 2025, BAC-G conducted a detailed bid evaluation of the bidding documents of the sole bidder and found that the bid proposal submitted by **Otus Copy Systems, Inc.** to be compliant with its legal and technical requirements, and hence, declared **Otus Copy Systems, Inc.** as the Single Calculated Bidder (SCB). Moreover, its financial bid as calculated, as shown in the table below, is within the ABC:

Bidder	Financial (in Php) as Calculated Amount
Otus Copy Systems, Inc.	PhP2,972,000.00 inclusive of VAT and all applicable taxes and fees

*The Detailed Bid Evaluation Report is hereto attached as **Annex "A"**;
The Abstract of Bids as Read and Calculated is hereto attached as **Annex "B"**;*

WHEREAS, BAC-G recommended **Otus Copy Systems, Inc.** to undergo a post qualification from 26 February to 11 March 2025, pursuant to Section 34 of Rule X – Post-Qualification of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184;

WHEREAS, based on results of the post qualification, the BAC-G Technical and Working Group (TWG) found that **Otus Copy Systems, Inc.** is legally compliant and responsive to the eligibility, technical, and financial requirements, per specifications and other terms in the bidding documents;

WHEREAS, on 11 March 2025, BAC-G deliberated the results of the post qualification of **Otus Copy Systems, Inc.**, based on the TWG Report. BAC-G found that **Otus Copy Systems, Inc.** is legally, technically, and financially capable to undertake the project. (*The Post-Qualification Report is hereto attached as "Annex C"*)

ACCORDINGLY, we, the members of the Bids and Awards Committee for Goods, hereby **RESOLVE**, as it is hereby **RESOLVED**:

1. To declare **Otus Copy Systems, Inc.** as the Single Calculated and Responsive Bidder (SCRB) for the Procurement of **One (1) Year Rental of Twenty-Eight (28) Multifunction Color Copy Machines for CY 2025**;
2. To award the contract to **Otus Copy Systems, Inc.** with the amount of **Two Million Nine Hundred Seventy-Two Thousand Pesos Only (Php2,972,000.00)**, inclusive of VAT and all applicable government taxes and fees;
3. To issue a corresponding Notice of Award (NOA) to **Otus Copy Systems, Inc.** (Copy Attached); and
4. To direct the BCDA Information and Communications Technology Department (ICTD), being the end-user unit, to submit to the BAC-G the duly conformed Notice to Proceed, and the duly executed agreement/contract.

RESOLVED, at the BCDA Corporate Center Office, Bonifacio Global City, Taguig City, this 12 March 2025.

BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS


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(ON OFFICIAL BUSINESS)


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Approved By:


ATTY. GISELA Z. KALALO
Executive Vice President