



UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

OFFICE OF THE BIDS AND AWARDS COMMITTEE I

Subject: Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2025)

V.S. Tay, Incorporated

1st Indorsement

April 21, 2025

The undersigned respectfully endorses for Approval to **ATTY. DIONEL O. ALBINA**, Chancellor, USTP-CDO Campus, BAC Resolution CBNo. 0034-2025, Declaring Single Calculated and Responsive Bid (SCRB), Recommending Award in the amount of P940,374.30 for Lots 1 & 3, Declaring Partial Failure of Bidding for Lots 2 & 4 and Recommending Negotiated Procurement-Small Value Procurement (NP-SVP) and/or Shopping for Lots 2 & 4 for the above project.


MELANIE A. JALOVER

Head, Procurement Services Section

☒ APPROVED

☐ DISAPPROVED


ATTY. DIONEL O. ALBINA

Chancellor, USTP-CDO



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OFFICE OF THE BIDS AND AWARDS COMMITTEE I

BAC RESOLUTION CBNO. 0034-2025

BAC RESOLUTION DECLARING SINGLE CALCULATED AND RESPONSIVE BID (SCRB), RECOMMENDING AWARD TO V.S. TAY, INCORPORATED IN THE AMOUNT OF P940,374.30 FOR LOTS 1 & 3, DECLARING PARTIAL FAILURE OF BIDDING FOR LOTS 2 & 4 AND RECOMMENDING NEGOTIATED PROCUREMENT- SMALL VALUE PROCUREMENT (NP-SVP) AND/OR SHOPPING FOR LOTS 2 & 4 FOR THE PROPOSED PROCUREMENT OF THE SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO CAMPUS (1ST QUARTER CY 2025)

WHEREAS, the UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES advertised the Invitation to Bid for the *Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2025)* in PhilGEPS, University website, and in conspicuous place at the premises of the University with an Approved Budget for the Contract (ABC) of ONE MILLION TWO HUNDRED FORTY-FIVE THOUSAND ONE HUNDRED SEVENTY-FIVE PESOS AND 02/100 (P1,245,175.02) ONLY: LOT 1 – Common Office Supplies (P858,198.39), LOT 2 – ICT Equipment (P214,800.84), LOT 3 – Janitorial Supplies (P152,495.54) & LOT 4 – Office Equipment (P19,680.25);

WHEREAS, in response to the said advertisement, only one (1) prospective bidder acquired the bidding documents, namely: V.S. Tay, Incorporated (V.S. Tay);

WHEREAS, on the deadline for submission of bids last April 07, 2025, 01:30 P.M., the same prospective bidder submitted its bid proposal;

WHEREAS, the Committee opened the first envelope of the lone bidder;

WHEREAS, V.S. Tay was rated “passed” in the preliminary examination of its legal, technical and financial documents;

WHEREAS, the Committee then opened the second envelope of V.S. Tay;

WHEREAS, V.S. Tay made a bid of P940,374.30 (Lot 1 – P789,344.50 & Lot 3 – P151,029.80);

WHEREAS, the Committee considered the bid of V.S. Tay for evaluation;

WHEREAS, the Technical Representative and Technical Working Group (TWG) submitted a Technical Report dated April 08, 2025;

WHEREAS, the Detailed Bid Evaluation was conducted by the Committee, with the assistance of the TWG, last April 08, 2025, 03:30 P.M. on the bid of V.S. Tay. The Committee made no arithmetical correction in the financial bid of V.S. Tay, the amount of bid as read was the same as calculated;

WHEREAS, the Committee, with the assistance of the TWG, after scrutiny, careful evaluation and deliberation, found the bid of V.S. Tay to be complying and declared the bid of V.S. Tay as the Single Calculated Bid (SCB) at the amount of P940,374.30 (Lot 1 – P789,344.50 & Lot 3 – P151,029.80);

BAC Resolution CBNo. 0034-2025, Declaring Single Calculated and Responsive Bid (SCRB), Recommending Award to V.S. Tay, Incorporated in the amount of P940,374.30 for Lots 1 & 3, Declaring Partial Failure of Bidding for Lots 2 & 4 and Recommending Negotiated Procurement-Small Value Procurement (NP-SVP) and/or Shopping for Lots 2 & 4 for the Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2025)



WHEREAS, the Committee conducted an onsite post-qualification of V.S. Tay at their main office in 125 Ramon Magsaysay Avenue, Davao City, Davao del Sur last April 10 –11, 2025;

WHEREAS, the Committee convened and deliberated the results of their Post-Qualification on April 21, 2025. It was found that all the documents submitted by Ms. Ferlita C. Deang of V.S. Tay were genuine, authentic and responsive;

WHEREAS, in this case, there is no bid for Lots 2 & 4 (Lot 2 - P214,800.84 & Lot 4 - P19,680.25);

WHEREAS, Section 35.1 (a) of the Revised IRR of R.A. 9184 provides that the Committee shall declare a failure of bidding when no bids are received;

WHEREAS, the Committee discussed and agreed to recommend the procurement through Negotiated Procurement-Small Value Procurement (NP-SVP) and/or Shopping for Lots 2 & 4;

WHEREAS, under Annex "H" of the 2016 Revised IRR of R.A. 9184, the alternative method of NP-SVP and/or Shopping may be used for procurement of goods under Section 52 of the same IRR, where the amount involved does not exceed P1,000,000.00;

WHEREAS, the Post-Qualification activities had to be extended for one (1) day beyond the 12-day period on account of the delay of the confirmation of the Single Largest Completed Contract (SLCC) of V.S. Tay;

NOW, THEREFORE, the Bids and Awards Committee, hereby RESOLVES, as it is hereby RESOLVED, to:

- a) recommend for approval the extended period of post-qualification activities, that is, on April 21, 2025 as per Section 34.8 of the Revised IRR of R.A. No. 9184;
- b) declare failure of bidding for Lots 2 & 4;
- c) recommend Negotiated Procurement-Small Value Procurement (NP-SVP) and/or Shopping for Lots 2 & 4 with the budget of **TWO HUNDRED THIRY-FOUR THOUSAND FOUR HUNDRED EIGHTY-ONE PESOS AND 09/100 (P234,481.09) ONLY: (LOT 2 – P214,800.84 & LOT 4 – P19,680.25);**
- d) declare the bid of V.S. Tay, Incorporated as the Single Calculated and Responsive Bid (SCRB) for the Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2025); and
- e) recommend the award of the contract to the said bidder in the total amount of **NINE HUNDRED FORTY THOUSAND THREE HUNDRED SEVENTY-FOUR PESOS AND 30/100 (P940,374.30) ONLY: (LOT 1 – P789,344.50 & LOT 3 – P151,029.80).**

RESOLVED this 21st day of April, 2025 at University of Science and Technology of Southern Philippines, Cagayan de Oro City.

MR. ERICK C. GUNDRAN
Prov. Member, End-User Rep.

MS. SHAIRA RUFFA K. SURIO
Prov. Member, Technical Rep.

ENGR. MARY ANN E. TELEN
BAC I Member

DR. RUVEL J. CUASITO
BAC I Member

BAC Resolution CBNo. 0034-2025, Declaring Single Calculated and Responsive Bid (SCRB), Recommending Award to V.S. Tay, Incorporated in the amount of P940,374.30 for Lots 1 & 3, Declaring Partial Failure of Bidding for Lots 2 & 4 and Recommending Negotiated Procurement-Small Value Procurement (NP-SVP) and/or Shopping for Lots 2 & 4 for the Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2025)

ATTY. NIVRA LYN K. EMPIALES
BAC I Vice-Chairperson

ATTY. JONATHAN S. OCHE
BAC I Chairperson

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C.M. Recto Avenue, Lapan, Cagayan de Oro City 9000 Philippines
Tel Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 | <http://www.ustp.edu.ph>

