



University of Science and Technology of Southern Philippines

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Office of Bids and Awards Committee I

Cagayan de Oro

Subject: Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter CY 2024)

V.S. Tay, Incorporated

1st Indorsement
December 14, 2023

The undersigned respectfully endorses for Approval to ATTY. DIONEL O. ALBINA, Chancellor, USTP-CDO, BAC Resolution No. 0994-2023, Declaring Single Calculated and Responsive Bid (SCRB) and Recommending Award for the above project in the amount of P1,421,286.90.


MELANIE A. JALOVER
Head, Procurement Services Section

APPROVED

DISAPPROVED


ATTY. DIONEL O. ALBINA
Chancellor, USTP-CDO



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Office of Bids and Awards Committee I

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BAC RESOLUTION NO. 0994-2023

BAC RESOLUTION DECLARING SINGLE CALCULATED AND RESPONSIVE BID (SCRB) AND RECOMMENDING AWARD TO V.S. TAY, INCORPORATED FOR THE PROPOSED PROCUREMENT OF THE SUPPLY AND DELIVERY OF COMMON OFFICE SUPPLIES AND EQUIPMENT FOR USTP-CDO CAMPUS (1ST QUARTER CY 2024) IN THE AMOUNT OF P1,421,286.90

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 2024)* 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 FIVE HUNDRED FORTY-TWO THOUSAND TWO HUNDRED THIRTY-EIGHT PESOS AND 84/100 (P1,542,238.84) ONLY;

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 December 04, 2023, 09:30 A.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 P1,421,286.90;

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

WHEREAS, the Technical Representative submitted a Technical Report dated December 11, 2023;

WHEREAS, the Detailed Bid Evaluation was conducted by the Committee last December 11, 2023, 02:00 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, after scrutiny, careful evaluation and deliberation, found the bid of V.S. Tay to be complying;

WHEREAS, the Committee conducted an online post-qualification of V.S. Tay at their main office in 125 Ramon Magsaysay Avenue, Davao City on December 14, 2023;

WHEREAS, the Committee convened and deliberated the results of their Post Qualification on the same day. It was found that all the documents submitted by Ms. Gretchen Joy V. Oyao of V.S. Tay were genuine, authentic and responsive;


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


- a) 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 (1st Quarter CY 2024)*; and

BAC Resolution No. 0994-2023, Declaring Single Calculated and Responsive Bid (SCRB) and Recommending Award to V.S. Tay, Incorporated for the Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) in the amount of P1,421,286.90

- b) recommend the award of the contract in the total amount of **ONE MILLION FOUR HUNDRED TWENTY-ONE THOUSAND TWO HUNDRED EIGHTY-SIX PESOS AND 00/100 (P1,421,286.90) ONLY.**

RESOLVED this 14th day of December, 2023 at University of Science and Technology of Southern Philippines, Cagayan de Oro City.


MS. SHAIRA RUFFA K. SURIO
Prov. Member, End-User Rep.


MR. CHARLIE M. MACARANDAN
Prov. Member, Technical Rep.


ENGR. MARY ANN E. TELEN
BAC I Member


DR. RUVEL J. CUASITO
BAC I Member


DR. ISMAEL N. TALILI
BAC I Vice-Chairperson


ATTY. JONATHAN S. OCHE
BAC I Chairperson

BAC Resolution No. 0994-2023, Declaring Single Calculated and Responsive Bid (SCRB) and Recommending Award to V.S. Tay, Incorporated for the Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024) in the amount of P1,421,286.90