



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
BIDS AND AWARDS COMMITTEE- MAIN
Ombudsman Building Agham Road, Diliman, 1105 Quezon City

BIDS AND AWARDS COMMITTEE-MAIN
RESOLUTION NO. PB-22-1-001, series of 2022
RE: AWARD OF CONTRACT FOR THE PUBLIC BIDDING OF THE SUPPLY AND DELIVERY OF HP CF226A (HP26A) TONER CARTRIDGES FOR THE OFFICE OF THE OMBUDSMAN (PB 2022-1-01)

WHEREAS, the Office of the Ombudsman has programmed the procurement of 3rd Quarter General Office Supplies Requirement of the Office of the Ombudsman (APP Code: 2021APP-006) with a total Approved Budget for the Contract (ABC) of One Million Nine Hundred Two Thousand Nine Hundred Sixty-Two Pesos and Forty-Six Centavos (₱1,902,962.46);¹

WHEREAS, Purchase Request (PR) No. PU-21-10-339² with a total ABC of One Million Two Hundred Forty Thousand Pesos (₱1,240,000.00) for the procurement of office supplies particularly 155 units of Toner Cartridge, HP CF226A, for the Office of the Ombudsman was approved;

WHEREAS, in an approved Memorandum dated 03 December 2021,³ the Bids and Awards Committee-Main (BAC-Main), was authorized to conduct the procurement of the said project through Public Bidding in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 (RA 9184);

WHEREAS, the BAC-Main constituted a Technical Working Group (TWG) to assist the BAC in the preparation/determination of the appropriate specifications and eligibility requirements for the said procurement project;⁴

WHEREAS, in a Memorandum dated 14 December 2021, the BAC-Main, through the technical assistance of the TWG, recommended to the Head of the Procuring Entity (HoPE) the approval of the technical specifications and the ABC in the amount of One Million Two Hundred Forty Thousand Pesos (₱1,240,000.00);⁵

WHEREAS, the Office of the Ombudsman in Quezon City was closed from 07 January 2022 to 12 January 2022 due to cleaning and disinfection of the OMB premises. The said closure was extended until 28 January 2022 due to the implementation of isolation and quarantine protocols order in view of the increasing number of COVID-19 infected employees;⁶

WHEREAS, a Pre-Procurement Conference through a videoconferencing was conducted on 17 February 2021, which was attended by the Chairperson and members of the BAC-Main, Chairperson and members of the TWG and the BAC Secretariat-Main;⁷

¹ Annex "A" – Approved Annual Procurement Plan 2021

² Annex "B"- Purchase Request No. PU-21-10-339.

³ Annex "C"- Memorandum dated 03 December 2021

⁴ Annex "D"- Memorandum creating the TWG for the procurement of 155 units of HP CF226A (HP26A) Toner Cartridges

⁵ Annex "E"- Memorandum dated 14 December 2021

⁶ Ombudsman Public Advisory dated 06 January 2022 posted in Office of the Ombudsman Facebook Page; Unnumbered Memorandum Circular, series of 2022 issued on 09 January 2022; and Memorandum Circular No. 2, series of 2022 issued on 17 January 2022.

⁷ Pre-Procurement Conference on 17 February 2022 was conducted using the video conferencing application, Microsoft Teams.

WHEREAS, on 08 March 2022, the Invitation to Bid (ITB) for PB 2022-1-01: Supply and Delivery of HP CF226A (HP26A) Toner Cartridges for the Office of the Ombudsman was posted at the PhilGEPS and Ombudsman websites, and in the Office of the Ombudsman’s Bulletin Board;

WHEREAS, Letters of Invitation for the Pre-Bid Conference, Opening of Bids, Bid Evaluation and Post-Qualification were sent to and received by the following Witnesses and Observers:

- a. Hon. Warren Rex H. Liong (Overall Deputy Ombudsman, OODO)
- b. Assistant Ombudsman Pilarita T. Lapitan (OMB-Proper)
- c. Mr. Crisanto S. Frianeza (Secretary General, Phil. Chamber of Commerce and Industry)
- d. Mr. Paterno Menzon (Co-Chairman, Coalition Against Corruption – Bishops Business Conference – Laiko (Government Procurement Monitoring Committee)
- e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Nolasco B. Ducay (President, OMBEA)

WHEREAS, a Pre-Bid Conference was conducted online using videoconferencing application, Microsoft Teams, on 16 March 2022 starting at 1:34 p.m. with the BAC-Main, TWG, BAC Secretariat-Main, Witnesses and two (2) prospective bidders in attendance;⁸

WHEREAS, Supplemental/Bid Bulletin No. 1⁹ was issued on 17 March 2022 providing for the amendments to the Bidding documents;

WHEREAS, for the period 08 March 2022 to 28 March 2022, two (2) prospective bidders¹⁰ purchased the bidding documents and all of them submitted their respective bids before the 02:00 p.m. deadline on 28 March 2022;

WHEREAS, the Opening of Bids was conducted online using videoconferencing application, Microsoft Teams, on 29 March 2022 starting at 01:30 p.m. with the BAC-Main, TWG, BAC Secretariat-Main, and two (2) prospective bidders in attendance;¹¹

WHEREAS, after the conduct of eligibility check and evaluation of the submitted bid, the BAC-Main, with the recommendation of the TWG, rated **APEX OFFICE SUPPLIES AND EQUIPMENT TRADING (APEX)** and **QUARTZ BUSINESS PRODUCTS CORPORATION (QUARTZ)** as “PASSED” in all of the eligibility requirements and declared it as “ELIGIBLE” to participate further in the opening of bids.¹² Consequently, the BAC-Main read and recorded their bids as follows:

Name of the Bidder	Total Bid Amount As Read (₱)	Remarks
APEX OFFICE SUPPLIES AND EQUIPMENT TRADING	1,212,100.00	Passed and Eligible
QUARTZ BUSINESS PRODUCTS CORP.	986,265.00	Passed and Eligible

WHEREAS, BAC-Main, with the assistance of its TWG, conducted the detailed evaluation¹³ of the above-mentioned bids right after the said opening of bids on 29 March 2022 to

⁸ Annex “F”- Minutes of Pre-bid Conference.

⁹ Posted at the PhilGEPS website, Ombudsman website and Bulletin Board on 17 March 2022.

¹⁰ Two (2) prospective bidders are: Apex Office Supplies and Equipment Trading and Quartz Business Products Corporation.

¹¹ Annex “G” - Minutes of the Opening of Bids and Bid Evaluation

¹² Annex “H” - Summary of Opening and Preliminary Evaluation of Bids

¹³ Ibid, Annex “G”

determine the completeness of the bid and arithmetical calculations of the submitted Financial Components (Envelope No. 2), which resulted¹⁴ in the following bids as calculated:

Name of the Bidder	Total Bid Amount As Calculated (P)	RANKING
APEX OFFICE SUPPLIES AND EQUIPMENT TRADING	1,212,100.00	2 nd Lowest Calculated Bid
QUARTZ BUSINESS PRODUCTS CORP.	986,265.00	1 st Lowest Calculated Bid

WHEREAS, the BAC-Main issued a Notice of Post Qualification dated 30 March 2022 to QUARTZ informing its findings and directing the submission of the original copies and certified true copies of the required documents to the TWG/BAC-Main during the post-qualification proceedings on 05 April 2022. Witnesses and Observers were likewise invited to attend the said activity;¹⁵

WHEREAS, upon post-qualification, validation and verification of the eligibility, technical and financial documents submitted by the Bidder with Lowest Calculated Bid, **QUARTZ BUSINESS PRODUCTS CORPORATION**, the TWG found its bid responsive and, thus, recommended that the bid offered by Quartz be declared as Lowest Calculated and Responsive Bid;¹⁶

NOW, THEREFORE, the undersigned members of the Bids and Awards Committee - Main, hereby **RESOLVE** and **RECOMMEND** the award of the contract to **QUARTZ BUSINESS PRODUCTS CORPORATION** for having submitted the Lowest Calculated and Responsive Bid for PB 2022-1-01: Public Bidding for the Supply and Delivery of HP CF226A (HP26A) Toner Cartridges for the Office of the Ombudsman in the amount of **NINE HUNDRED EIGHTY-SIX THOUSAND TWO HUNDRED SIXTY-FIVE PESOS (P986,265.00)**, subject to the posting of a bond to guarantee performance.

SO RESOLVED.

13 April 2022, Quezon City, Philippines.

BIDS AND AWARDS COMMITTEE – MAIN


CORINNE JOIE M. GARILLO
 Member


JENNY CERA-BAYANGOS
 Member


ZARNETTE E. SANCEDA
 Member


LORENZO G. VERGARA
 Member


NELLIE P. BOGUEN-GOLEZ
 Member

 4/20/22
ADORIE T. CORNITO
 Vice-Chairperson


ADORACION A. AGBADA
 Chairperson

¹⁴ Annex "I"- Summary of Bid Evaluation and Abstract of Bids

¹⁵ Annex "J"- Notices of Post-Qualification.

¹⁶ Annex "K"-TWG Memorandum dated 06 April 2022.

The dispositive portion reads:

“NOW, THEREFORE, the undersigned members of the Bids and Awards Committee - Main, hereby RESOLVE and RECOMMEND the award of the contract to QUARTZ BUSINESS PRODUCTS CORPORATION for having submitted the Lowest Calculated and Responsive Bid for PB 2022-1-01: Public Bidding for the Supply and Delivery of HP CF226A (HP26A) Toner Cartridges for the Office of the Ombudsman in the amount of NINE HUNDRED EIGHTY-SIX THOUSAND TWO HUNDRED SIXTY-FIVE PESOS (PHP986,265.00), subject to the posting of a bond to guarantee performance.

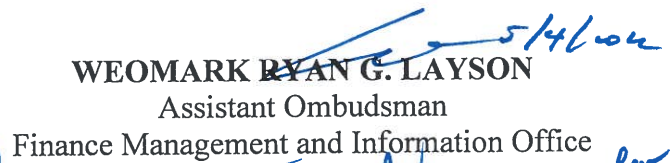
SO RESOLVED.

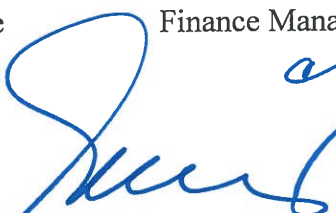
13 April 2022, Quezon City, Philippines.”

RECOMMENDING APPROVAL:

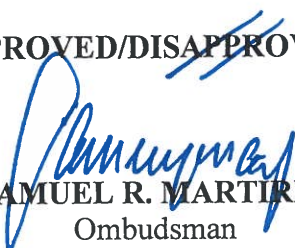
APR 27 2022

LEILANIE BERNADETTE C. CABRAS
Assistant Ombudsman
General Administrative Office


WEOMARK RYAN G. LAYSON
Assistant Ombudsman
Finance Management and Information Office


WARREN REX H. LIONG
Overall Deputy Ombudsman

APPROVED/DISAPPROVED:


SAMUEL R. MARTIRES
Ombudsman