



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
**Bids and Awards Committee - GAO**  
Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)  
Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

**BIDS AND AWARDS COMMITTEE – GAO**  
**RESOLUTION NO. PB-24-09-GAO**  
**02 December 2024**

**WHEREAS**, the Office of the Ombudsman, through the General Appropriations Act for CY 2024, has programmed (APP Code: 2024APP-065) and approved Purchase Request (PR) No. PU-2024-07-023 (GAO) for the procurement through public bidding of the annual rental of machines for photocopying and printing services of the Office of the Ombudsman (PB 2024-09-GAO) with an estimated budget of Eight Million Five Hundred Thousand Pesos (PhP8,500,000.00) as indicated in the Annual Procurement Plan for CY 2024;

**WHEREAS**, a Pre-Procurement Conference was conducted on 12 September 2024 and was attended by the Bids and Awards Committee-General Administration Office (BAC-GAO), its Secretariat, and Technical Working Group-B (TWG-B);

**WHEREAS**, the Head of the Procuring Entity (HOPE), upon the recommendation of the BAC-GAO and the TWG-B, approved the technical specifications and total Approved Budget for the Contract (ABC) of the procurement project at Eight Million One Hundred Twenty-Five Thousand Pesos (PhP8,125,000.00);<sup>1</sup>

**WHEREAS**, on 23 October 2024, the Invitation to Bid for PB 2024-09-GAO: Public Bidding of Annual Rental of Machines for Photocopying and Printing Services of the Office of the Ombudsman was posted on the PhilGEPS website, Ombudsman website, and OMB BAC-GAO 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:

- a. Assistant Ombudsman Pilarita T. Lapitan (OMB-Proper)
- b. Representative from the Office of the Overall Deputy Ombudsman
- c. Mr. Crisanto F. Frianeza (Secretary General, Philippine Chamber of Commerce and Industry)
- d. Mr. Paterno Menzon (Co-Chairperson, Coalition Against Corruption – Bishops Business Conference – Laiko [Government Procurement Monitoring Committee])
- e. State Auditor Joey I. Bernardino (OIC-Supervising Auditor, COA)
- f. Ms. Joanna Mae E. Alberto (President, Ombudsman Employees Association)

**WHEREAS**, a Pre-Bid Conference was conducted on 07 November 2024 at 9:30 a.m. with the BAC-GAO, its Secretariat, TWG-B, and three (3) prospective bidders<sup>2</sup> in attendance;<sup>3</sup>

<sup>1</sup> Copies of TWG-B Memorandum dated 25 September 2024 and BAC-GAO Memorandum dated 10 October 2024, Annexes “A” and “A-1”.

<sup>2</sup> (1) Gakken Philippines, Inc.; (2) Otus Copy System; and (3) iSource Asia Business Corporation.

<sup>3</sup> Copy of Attendance Sheet for the Pre-Bid Conference, Annex “B”.

**WHEREAS**, on 12 November 2024, Supplemental Bid Bulletin No. 1 was issued and posted on the PhilGEPS website, Ombudsman website, and OMB BAC-GAO Bulletin Board, where the following matters in the bid documents were amended:

PARTICULARS		AMENDMENT/CLARIFICATION/MODIFICATION	
<b>Section III. Bid Data Sheet</b> <b>(Page 17)</b>		<b>Section III. Amended Bid Data Sheet</b> <b>(Page 17)</b>	
ITB Clause		ITB Clause	
20.2	(ix) <del>Company Profile and List of Clients (on-going or completed contracts related to supply, delivery, and installation of air-conditioning units in the last 5 years); and</del>  (x) Valid and current Certificate of Distributorship/Dealership/Resellership of the product being offered, issued by the principal or manufacturer of the product ( <i>if bidder is not the manufacturer</i> ).	20.2	(ix) Company Profile and List of Clients ( <b>on-going or completed contracts similar or related to rental of machines for photocopying and printing services in the last 5 years</b> ); and  (x) Valid and current Certificate of Distributorship/Dealership/Resellership of the product being offered, issued by the principal or manufacturer of the product ( <i>if bidder is not the manufacturer</i> ).
<b>Section VII. Technical Specifications</b> <b>(Page 30)</b>		<b>Section VII. Amended Technical Specifications</b> <b>(Page 30)</b>	
	<ul style="list-style-type: none"> <li>▪ At least 128GB SSD system hard drive</li> <li>▪ Fast start-up and operation ready of at most 20 seconds</li> <li>▪ With at least USB 2.0 port and fast ethernet interface</li> </ul>		<ul style="list-style-type: none"> <li>▪ At least 128GB SSD/HDD system hard drive</li> <li>▪ Fast start-up/<b>warm-up</b> and operation ready of at most <b>30</b> seconds</li> <li>▪ With at least <b>one (1)</b> USB 2.0 port and fast ethernet interface</li> </ul>
	<b>III. Other Conditions:</b> <ul style="list-style-type: none"> <li>▪ The Office will only pay for the actual copies generated</li> <li>▪ With free repair, cleaning, maintenance, and consumables (toners) with minimum 15 pieces reserved toners subject to replenishment within a week after notice of withdrawal from the Property Management Section/General Services Division <del>and other consumables (if any) and spare parts (?)</del></li> </ul>		<b>III. Other Conditions:</b> <ul style="list-style-type: none"> <li>▪ The Office will only pay for the actual copies generated (<b>based on the approximate annual net copies of 6,500,000.00 more or less</b>)</li> <li>▪ With free repair, cleaning, maintenance, and consumables (toners) with minimum 15 pieces reserved toners subject to replenishment within a week after notice of withdrawal from the Property Management Section/General Services Division</li> </ul>

**WHEREAS**, from the period 23 October to 19 November 2024, only one (1) bidder, Quartz Business Products Corporation (Quartz), purchased the bidding documents and submitted its bid before the 2:00 p.m. deadline on 19 November 2024;

**WHEREAS**, the Opening of Bids was conducted on 20 November 2024 at 9:30 a.m. with the BAC-GAO, its Secretariat, TWG-B, a representative from the Ombudsman Employees Association (OMBEA), and the representative of the lone bidder, Quartz, in attendance;<sup>4</sup>

<sup>4</sup> Copy of Attendance Sheet for the Opening of Bids, Annex "C".

**WHEREAS**, after the conduct of eligibility check and evaluation of the submitted bid (First Envelope),<sup>5</sup> the BAC-GAO, upon the recommendation of the TWG-B, rated Quartz as “PASSED” in all its eligibility requirements and declared it “ELIGIBLE” to participate further in the proceedings;

**WHEREAS**, after evaluation of the financial bid proposal (Second Envelope) of Quartz in the amount of Eight Million Sixty Thousand Pesos (PhP8,060,000.00), which is below the ABC, the BAC-GAO, upon the recommendation of the TWG-B, rated it as “PASSED”;

**WHEREAS**, immediately after the Opening of Bids, a Bid Evaluation was conducted to further evaluate the completeness of the bid and arithmetical calculations of the submitted financial component of Quartz, after which the BAC-GAO, upon the recommendation of the TWG-B, declared it as the *Single Calculated Bid*;

**WHEREAS**, on 20 November 2024, a Notice of Post Qualification was issued, and Quartz was directed to submit/present the original copies and certified true copies of the required documents to the TWG-B during the post-qualification proceedings held on 21 November 2024, which was also attended by Mr. Eddie Boy J. Osit, as observer from OMBEA;<sup>6</sup>


**WHEREAS**, the TWG-B, in its Memorandum<sup>7</sup> dated 26 November 2024, recommended that Quartz be declared as the bidder with the Single Calculated and Responsive Bid after having passed all the criteria for post qualification;

**NOW, THEREFORE**, the undersigned members of the **Bids and Awards Committee-GAO** hereby **RESOLVE** and **RECOMMEND** to award the contract for the **Public Bidding of Annual Rental of Machines for Photocopying and Printing Services of the Office of the Ombudsman (PB 2024-09-GAO)** to **Quartz Business Products Corporation** for tendering the Single Calculated and Responsive Bid in the amount of **Eight Million Sixty Thousand Pesos (PhP8,060,000.00)**, subject to the posting of a bond to guarantee performance.

**SO RESOLVED.**

02 December 2024, Quezon City, Philippines.

  
**KAREN S. BATU**  
*Member*

  
**JANET C. CABIGAS-VEJERANO**  
*Member*

<sup>5</sup> Copy of Summary of the Opening of Bids, Annex “D”.

<sup>6</sup> Copy of Attendance Sheet for the Post Qualification, Annex “E”.

<sup>7</sup> Copy of TWG-B Post Qualification Report dated 26 November 2024, Annex “F”.

The dispositive portion of this Resolution reads:

**NOW, THEREFORE**, the undersigned members of the **Bids and Awards Committee-GAO** hereby **RESOLVE** and **RECOMMEND** to award the contract for the **Public Bidding of Annual Rental of Machines for Photocopying and Printing Services of the Office of the Ombudsman (PB 2024-09-GAO)** to **Quartz Business Products Corporation** for tendering the Single Calculated and Responsive Bid in the amount of **Eight Million Sixty Thousand Pesos (PhP8,060,000.00)**, subject to the posting of a bond to guarantee performance.

**SO RESOLVED.**

**EXPEDITO O. ALLADO, JR.**  
Member



**ALAN R. CAÑARES**  
Member



**MARIA JANINA J. HIDALGO**  
Member

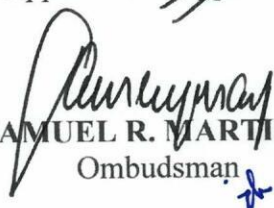


**AGNES B. AUTENCIO-DAQUIS**  
Vice-Chairperson



**LEILANIE BERNADETTE C. CABRAS**  
Chairperson

Approved/~~Disapproved~~:



**SAMUEL R. MARTIRES**  
Ombudsman