

## BIDS AND AWARDS COMMITTEE

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### OPENING OF QUOTATION

July 17, 2020 | 9:15 am | PSDS Office, SDO-Marikina City

#### Name of Project/s

- **RFQ 105** - Provision of COVID Response Items for SDO Personnel Personnel  
*ABC: Php 47,500.00*
- **RFQ 106** - Provision of Glass Top Office for IT Office Use  
*ABC : Php 14,900.00*
- **RFQ 107** – Provision of Office Supplies for 3<sup>rd</sup> Quarter  
*ABC: Php 88,642.95*
- **RFQ 108** – Provision of Janitorial Supplies for 3<sup>rd</sup> Quarter  
*ABC: Php 37,427.40*

#### ATTENDEES:

Dr. Elisa Cerveza,	<i>BAC Chairperson</i>
Dr. Elizalde Cena,	<i>BAC Vice Chairperson</i>
Mr. Claro Capco	<i>BAC TWG, Member</i>
Mr. Galcoso Alburo	<i>BAC TWG, Member</i>
Mr. Joseph Santos	<i>BAC TWG, Member</i>
Atty. Ceasar Augustos Cebujano	<i>BAC TWG, Member</i>
Ms. Sheila Soriano	<i>BAC TWG, Medical and Supplies</i>
Ms. Rona Ellein Galo	Division Nurse II
Ms. Anna Marie Exequiel	Observer
Ms. Leilani Villanueva,	<i>BAC Secretariat Head</i>
Ms. Doris Jasme	<i>BAC Secretariat, Member</i>
Ms. Erliza Viernes	<i>BAC Secretariat, Member</i>

## MEETING PROPER:

1. The Opening of Quotation was held at the PSDS Office and via video conferencing using Google Meet. It commenced at 9:30 AM with a short prayer and a roll call led by the BAC Secretariat Head. The BAC Chairperson presided over the meeting.
2. She declared a quorum since all BAC members were present.
3. The BAC Secretariat Head presented the number of quotations received for each project:

Project	No. of Quotations
RFQ 105	3
RFQ 106	1
RFQ 107	4
RFQ 108	3

4. The BAC TWG assisted the BAC members in opening the envelopes and proceeded with the comprehensive inspection of the technical and financial documents submitted by each participating bidder for each project. The result is shown in the table below:

Project	Bidder	Bid Amount	Remarks
RFQ-105	1. <b>MAC Enterprises</b>	<b>Php 45,000.00</b>	<b>Lowest Calculated Quotation</b>
	2. Minutepress Office and School Supplies	Php 45,500.00	2 <sup>nd</sup> Lowest Calculated Quotation
	3. KLA Trading	Php 47,500.00	3 <sup>rd</sup> Lowest Calculated Quotation
RFQ-106	1. Crystal Lamp Furniture and Trading	Php 19,900.00	Disqualified – the bid amount is higher than the ABC
RFQ-107	1. Minutepress Office and School Supplies	Php 86,490.00	3 <sup>rd</sup> Lowest Calculated Quotation
	2. Michelle L. Enterprises	-	Disqualified- Do not meet the technical requirements
	3. <b>Tarp Ink Enterprises</b>	<b>Php 82,120.00</b>	<b>Lowest Calculated Quotation</b>
	4. KLA Trading	Php 86,450.00	2 <sup>nd</sup> lowest calculated Quotation
RFQ-108	1. MAC Enterprises	Php 37,145.00	2 <sup>nd</sup> lowest calculated Quotation
	2. Kenneth Mar Enterprises	-	Disqualified- Do not meet the technical requirements
	3. <b>KLA Trading</b>	<b>Php 36,150.00</b>	<b>Lowest Calculated Quotation</b>

5. The bidders with the lowest calculated quotation will be subject to post-qualification by the BAC.

6. Other Matters

- a. The BAC Secretariat Head reminded the body to submit their digital signature/specimen to be used for BAC-related documents (Minutes of the Meeting, Abstract of Quotation, and Resolutions)
- b. The BAC Chairperson suggested/advised the body to use the digital specimen only for BAC purposes and make a record on where the said signature will be used. The body agreed on this suggestion.

Example- Digital Specimen 001 – Resolution \_\_\_\_\_, Syspoint Incorporated.

7. The meeting was officially adjourned at 11:00 am.

Prepared by:

Reviewed by:

**ERLIZA S. VIERNES (Sgd.)**  
BAC Secretariat Member

**LEILANI N. VILLANUEVA (Sgd.)**  
BAC Secretariat Head

Certified True and Correct:

**LAURO Z. DE GUZMAN (Sgd.)**  
BAC TWG-Head

**GALCOSO C. ALBURO (Sgd.)**  
BAC Member

**CLARO L. CAPCO (Sgd.)**  
BAC Member

**JOSEPH T. SANTOS (Sgd.)**  
BAC Member

**ELIZALDE Q. CENA (Sgd.)**  
BAC Vice-Chairperson

**ELISA O. CERVEZA (Sgd.)**  
BAC Chairperson