

**CASINO FILIPINO - TAGAYTAY  
BRANCH BIDS AND AWARDS COMMITTEE**

**PROJECT DETAILS:**

Invitation to Bid Number	DC22-10-001TAGa-10
Title	Supply and Delivery of Toners for Existing Kyocera Machine
Mode of Procurement	Direct Contracting
End-user	Logistics Management Section
Approved Budget for the Contract	One Hundred Fifty-Eight Thousand One Hundred Twenty-Four Pesos and 91/100 (PhP158,124.91), VAT Exclusive, Zero Rated Transaction
Date of 2022 APP Approval	May 4, 2022
Budget Authorization Number	TAG22-0714

**BBAC RESOLUTION DECLARING THE SINGLE CALCULATED RESPONSIVE QUOTATION (SCRQ) AND RECOMMENDING APPROVAL FOR THE AWARD OF CONTRACT TO PHILCOPY CORPORATION**

**WHEREAS**, the Branch Bids and Awards Committee (BBAC), CF-Tagaytay has been tasked to handle the procurement requirements of CF-Tagaytay with project details presented above;

**WHEREAS**, the following documents were received by the Procurement Section (PS) on September 28, 2022;

1. Justification from end-user recommending procurement through Direct Contracting with Philcopy Corporation;
2. Terms of Reference;
3. Quotation from Philcopy Corporation;
4. Requisition Voucher;
5. Copy of Approved CF-Tagaytay 2022 APP/PPMP which was approved by BOD on May 4, 2022;
6. Certification as Exclusive Distributor issued by Manufacturer, Kyocera Documents Solutions Asia Limited to Philcopy Corporation; and
7. Certification that has no sub-dealers selling at lower prices.

**WHEREAS**, the budget of toners for existing Kyocera Machine is One Hundred Fifty-Eight Thousand One Hundred Twenty-Four Pesos and 91/100 (PhP158,124.91), VAT Exclusive, Zero Rated Transaction;

**WHEREAS**, the BBAC, based on the documents presented and submitted by, the BBAC agreed to procure the aforesaid requirements through Direct Contracting in accordance with Section 50 (c) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 918, which provides that:

*"Direct Contracting or single source procurement is a method of procurement of goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. Direct contracting may be resorted to by concerned Procuring Entities under any of the following conditions:*

xxx xxx xxx

- c) *Those sold by an exclusive dealer or manufacturer, which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the Government."*

**WHEREAS**, the Request for Quotation was issued to Philcopy Corporation on October 26, 2022 for its compliance until November 4, 2022;

**WHEREAS**, On November 4, 2022, Philcopy Corporation submitted its duly accomplished Request for quotation with the following documents:

- a. Mayor's Permit
- b. PhilGEPS Registration Certificate with Reference No. 2001062059451859784909
- c. Secretary's Certificate
- d. Certification as Exclusive Distributor issued by Manufacturer; and
- e. Certification that the bidder has no sub-dealers selling at lower prices.

**WHEREAS**, the financial offer, as read of Philcopy Corporation is in the total amount of One Hundred Fifty-Six Thousand Seventeen Pesos and 94/100 (PhP156,017.94), VAT Exclusive, Zero Rated Transaction;

**WHEREAS**, after the conduct of Detailed Bid Evaluation, the financial bid, as calculated of Philcopy Corporation is in the total amount of One Hundred Fifty-Six Thousand Seventeen Pesos and 94/100 (PhP156,017.94), VAT Exclusive, Zero Rated Transaction;

**WHEREAS**, on November 7, 2022, the end-user, LMS submitted an Evaluation Report for Philcopy Corporation and stated that after a thorough evaluation of the following technical component submitted by Philcopy Corporation, the bidder was compliant to the requirements of the end-user:

1. Duly accomplished Request for quotation;

**WHEREAS**, the end-user also noted that the financial offer of Philcopy Corporation is within the ABC of the project;

**WHEREAS**, based on Procurement Department (PD)'s Evaluation Report dated November 22, 2017, the following documents submitted by Philcopy Corporation were found to be authentic and valid:



- a) Mayor's Permit; and
- b) PhilGEPS Registration Certificate with Reference No. 2017030004713

**WHEREAS**, the Assistant Procurement Officer (APO) also verified/ascertained the submitted Notarized Secretary's Certificate of PhilCopy Corporation which was found complete and in appropriate form;

**WHEREAS**, during the Deliberation Meeting held on December 21, 2022, the BBAC examined and validated the eligibility, technical and financial bid of Philcopy Corporation as presented in the post-qualification report and evaluation of the end-user for the project and noted that all documents were "Verified" and "Evaluated";

**NOW, THEREFORE**, We, the Members of the Branch Bids and Awards Committee, CF-Tagaytay, based on the results of the post-qualification process hereby **RESOLVE** as it is hereby **RESOLVED** the following:


- a) To declare **PHILCOPY CORPORATION** as the bidder having the Single Calculated Responsive Quotation (SCRQ) for the **Supply and Delivery of Toners for Existing Kyocera Machine under ITB No. DC22-10-001TAGa-10**; and
- b) To recommend for approval of the Branch Manager II, Casino Filipino - Tagaytay, as duly delegated by the Board of Directors of PAGCOR, on the award of the contract to **PHILCOPY CORPORATION** for having the Single Calculated Responsive Quotation (SCRQ) for the **Supply and Delivery of Toners for Existing Kyocera Machine under ITB No. DC22-10-001TAGa-10** with a total contract amount of One Hundred Fifty-Six Thousand Seventeen Pesos and 94/100 (PhP156,017.94). VAT Exclusive, Zero Rated Transaction.

**RESOLVED**, at the Pulungan sa Tanza, Third (3<sup>rd</sup>) Floor, Casino Filipino - Tagaytay, Km 60, Aguinaldo Highway, Tagaytay City, this Twenty First (21<sup>st</sup>) day of December 2022.

  
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**ALEJANDRO NICARLO C. CADAVILLO, JR.**  
Chairperson

  
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**ELIZA A. DELA CRUZ**  
Vice-Chairperson


  
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**ALFREDO P. GALPAO**  
Member, Sr. Surveillance Officer

  
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**ARNEL P. DIMAPILIS**  
Member, A/ Sr. Security Officer

  
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**MARIUS ALEXANDER N. AMBION**  
Member, Senior Facilities Mgmt. Officer

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**NOT PRESENT**  
**NIÑO GODFREY S. MELO**  
Member, Finance Officer II

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**NOT PRESENT**  
**RODANTE P. MARANAN**  
Alternate Member, Sr. Treasury Officer

  
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**LEODEGARIO M. SABUNGAN, JR.**  
Representative, Logistics Management  
Section (End-user)

**APPROVED BY THE AUTHORITY OF THE PAGCOR BOARD OF DIRECTORS**

  
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**VIDAL T. CABIGON, JR.**  
Branch Manager II  
Casino Filipino – Tagaytay  
Date: \_\_\_\_\_