



BAC Resolution No. 2024-0212-131 (Bravo)

SUBJECT: RECOMMENDING THE AWARD OF BIDDING OF THE PROJECT ENTITLED, PROCUREMENT OF RENTAL OF PHOTOCOPIER MACHINE FOR CAAP CENTRAL OFFICE FOR ONE (1) YEAR.

WHEREAS, the project, Procurement of Rental of Photocopier Machine for CAAP Central Office for One (1) Year, a Procurement project was forwarded to the Bids and Awards Committee-Bravo of the Civil Aviation Authority of the Philippines (CAAP-BAC Bravo) for its procurement. The project has an approved budget of Five Million Four Hundred Forty-Eight Thousand Pesos (Php5,448,000.00). A copy of the Certificate of Budget Allocation (CBA (MOOE) 2024-05-648 dated 22 May 2024 is herein attached as *Annex "A"*;

WHEREAS, the Pre-Procurement Conference was conducted on 05 June 2024 via in-person meeting and Google Meet Video Conference. A copy of the Minutes of Meeting hereto attached as *Annex "B"*;

WHEREAS the Invitation to Bid (ITB) was posted on 18 June 2024 on the PhilGEPS, CAAP Official Website, and other conspicuous places on the CAAP premises. A copy of the Invitation to Bid is attached hereto as *Annex "C"*;

WHEREAS, the Pre-bid Conference was conducted on 26 June 2024 via in-person meeting and Google Meet Video Conference. A copy of the Minutes of Meeting hereto attached as *Annex "D"*;

WHEREAS, Bid Bulletin No. 01 dated 26 June 2024 was issued for some clarification/revision/amendments in the bidding documents of the project. A copy of the Bid Bulletin No. 01 is hereto attached as *Annex "E"*;

WHEREAS, Bid Bulletin No. 02 dated 09 July 2024 was issued for the re-scheduling of the Opening and Submission of Bids to 22 July 2024. A copy of the Bid Bulletin 02 is hereto attached as *Annex "F"*;

WHEREAS, Bid Bulletin No. 03 dated 09 July 2024 was issued for some clarification/revision/amendments in the bidding documents of the project. A copy of the Bid Bulletin No. 03 is hereto attached as *Annex "G"*;

WHEREAS, the Submission and Opening of bids for the project was held on 22 July 2024 at the CAAP Conference Room via in-person Meeting and Video Conference. Bidders submitted their bid proposals for the project, and the following results were noted. The copies of the Minutes of the Meeting and Eligibility Checklist are hereto attached as *Annexes "H" & "I", respectively*;



Bidder	Remarks
Otus Copy Systems, Inc.	-passed
Quartz Business Products Corp.	-passed

WHEREAS, the Bids and Awards Committee Technical Working Group (Bravo) issued its Bid Evaluation Report dated 25 July 2024 and was presented to the BAC on 26 July 2024, where it is indicated that the tendered bid proposal of Otus Copy Systems, Inc. to undergo Post-Qualification process for being evaluated and considered as the Lowest Calculated Bid (LCB) and to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents. The copies of said Report and Minutes of Meeting are hereto attached as *Annexes "J" & "K", respectively*;

WHEREAS, the Committee issued a letter to Otus Copy Systems, Inc., dated 26 July 2024, requiring them to submit additional requirements for Post-Qualification. A copy of the letter is hereto attached as *Annex "L"*;

WHEREAS, the BAC TWG (Bravo) issued its Post-Qualification Report dated 01 August 2024 and presented it to the BAC Committee (Bravo) on 02 August 2024, wherein the BAC TWG (Bravo) recommended that the bid proposal of **Otus Copy Systems, Inc.** to be declared as the Lowest Calculated Responsive Bid (LCRB) in the amount of **Three Million Two Hundred Eighty-One Thousand Two Hundred Thirty-Two Pesos (Php3,281,232.00)** for the project **Procurement of One (1) Year Rental of Photocopier Machine for CAAP Central for CY 2024**. The copy of said Report and Minutes of Meeting are hereto attached as *Annexes "M" & "N", respectively*;

WHEREAS, the BAC TWG-Bravo recommended for the award of the project **Otus Copy Systems, Inc.**, in the amount of **Three Million Two Hundred Eighty-One Thousand Two Hundred Thirty-Two Pesos (Php3,281,232.00)**.

WHEREAS, Section 37.1.1 of 2016 IRR of RA 9184 provides that: *The BAC shall recommend to the HoPE the award of contract to the bidder with the LCRB, HRRB, SCRB, or SRRB after the post-qualification process has been completed.*;

NOW THEREFORE, premises considered, the **CAAP-BAC (Bravo)**, acting upon the recommendation of BAC-TWG (Bravo), hereby **RESOLVES** to **APPROVE** and **AWARD** of the project, Procurement of One (1) year Rental of Photocopier Machine for CAAP Central Office for CY 2024 in the amount of to **Three Million Two Hundred Eighty-One Thousand Two Hundred Thirty-Two Pesos (Php3,281,232.00)** to **Otus Copy Systems, Inc.**



IN WITNESS WHEREOF, the CAAP-BAC Bravo hereby signed this BAC Resolution No. 2024-0212-131 (Bravo) on this date 06 August 2024 at the Civil Aviation Authority of the Philippines, Pasay City, Metro Manila.



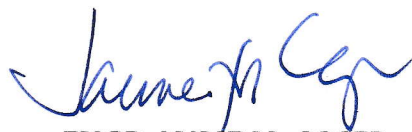
ATTY. DANJUN G. LUCAS
BAC- Chairperson (Bravo)




MGEN RICARDO C BANAYAT (RET)
Vice-Chairperson



FRANK EDWARD G. MARTY
Member




ENGR. JAIME M. COSEP
Member



OSCAR B. DEMETILLO, JR
CHIEF ADMIN. OFFICER
PROCUREMENT DIVISION
End- User

Approved by:



CAPTAIN MANUEL ANTONIO L. TAMAYO
Director General

