



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office I

BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 2021 - II

DECLARING THE LOWEST CALCULATED AND RESPONSIVE BID (LCRB) AND RECOMMENDING APPROVAL TO THE HOPE FOR THE PROCUREMENT OF OFFICE SUPPLIES, OFFICE EQUIPMENTS AND CUSTOMIZED LANYARDS FOR THE USE OF CONTACT TRACERS OF DILG REGION 1

WHEREAS, as mandated under RA 9184 otherwise known as "Government Procurement Reform Act" and its Revised Implementing Rules and Regulations, the Bids and Awards Committee (BAC) of the DILG Regional Office 1 adheres to the principles of transparency and competitiveness governing this Act;

WHEREAS, the procuring entity intends to procure **Office Supplies, Office Equipment and Customized Lanyards for the use of Contact Tracers of DILG Regional Office 1** with an Approved Budget for the Contract (ABC) of **Eight Hundred Fourteen Thousand One Hundred Twenty-five Pesos (Php814,125.00)** from the General Appropriations Act (GAA) FY 2021.

WHEREAS, the procurement project was posted at PhilGEPS portal, DILG R1 website and conspicuous places from **March 27, 2021 to March 31, 2021 at 10:00 A.M.**;

WHEREAS, the Canvass Committee floated the request for quotations to prospective bidders;

WHEREAS, the BAC Members, with the assistance of the BAC Technical Working Group (TWG) conducted a careful deliberation of the quotations received;

WHEREAS, on April 5, 2021, 10:00AM, the opening of the bids received, five (5) suppliers submitted their quotation. Below is the table showing the result of the opening bids received:

ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	(Bidder 1) Yanna's School Supplies and General Merchandise	(Bidder 2) Emverly Enterprise	(Bidder 3) Thunder General Merchandise	(Bidder 4) Mimbo Bytes	(Bidder 5) Abacus Book and Cart Corporation
Laminating Film - Size: long; Thickness: 250 microns	60	ream (100pcs/ream)	48,000.00	47,160.00	Incomplete eligibility requirements submitted	No eligibility requirements submitted	Bids received after the set deadline of submission	Bids received after the set deadline of submission
Binder clips -Size: 51mm, 2 inches width; multi purpose binder clips; Long tail clip	200	box (12pcs/box)	14,600.00	14,200.00				
Calculator -12 digit big display desktop calculator; Power source: Solar and battery(dual power); With auto power off	6	pc	2,190.00	2,152.80				
Correction Tape - Size:10 meters length; environmentally friendly, safe and non toxic; high cover effect	109	pc	3,270.00	3,215.50				
Coupon bond A4(Bond paper) - Size: 8.27x11.69"; Color- white; multi purpose paper	670	ream (500 sheets/ream)	154,100.00	151,761.70				

J

"Matino, Mahusay at Maaasahan"

City of San Fernando, La Union

Telephone Number (072) 888 2108 • 607 4468 • 888 2289 • 607 4469 • 607 1245

www.dilgregion1.com

H
f



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office I

Coupon bond long (Bond paper)- Size: 8.5x13"; Color- white; multi purpose paper	700	ream (500 sheets/ream)	182,000.00	178,815.00				
Envelope- Long Expandable - Size: 10x15 inches; brown; Brown Kraft Expandable w/ Elasticbond	600	pc	15,000.00	14,736.00				
Envelope - Size: 10x15 inches; Long; Color- Brown	600	pc	3,000.00	2,946.00				
Fastener - Size: 7cm; 8.5" long ; Plastic paper fastener; plastic wrapped edge; assorted colors	100	box (50 sets/box)	4,000.00	3,930.00				
Flash drive (32gb) - 3.0 interface; speed: 100mb/reading	10	pc	4,000.00	3,930.00				
Folder- Green expandable (Long) - Pressboard Expandable Folder (Long) Tough & heavy weight file folder ; for large and heavy files ; with 1" expansion; heavyweight folders resist wear and tear for bulky, heavily used files.	600	pc	15,000.00	14,736.00				
Folder- Size- Long 9.5x14.5 inches; white color	600	pc	4,200.00	4,122.00				
Glue - Size- 130grams; Washable, safe, non toxic, fast dry	60	pc	3,600.00	3,537.00				
Highlighter Pen - Unique shape for a comfortable grip; Grooves on cap for ease of uncapping; 4 hours Anti-Dry-Out Technology; Water-based ink & odorless; 2 line widths (2 + 5mm)	60	pc	2,220.00	2,181.00				
Paper clips - Size- 50mm; assorted color; vinly coated paper clips	100	box (80pcs/box)	2,000.00	1,965.00				
Pencil -Length: 7"; Diameter: 7.0 to 7.5mm; Body Material: Wood; Hexagonal, each	100	box	9,475.00	9,309.00				

"Matino, Mahusay at Maaasahan"

City of San Fernando, La Union

Telephone Number (072) 888 2108 • 607 4468 • 888 2289 • 607 4469 • 607 1245

www.dilgregion1.com



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office I

with a high quality top eraser;Medium/ Medium Shade								
Permanent Marker- Dries Instantly; For general purpose, comes with fast drying oil base permanent ink that writes on almost anysurface; Color- Black; Broad or Fine; Waterproof- Permanent	60	box	25,920.00	25,466.40				
Puncher - Two hole Big puncher; Heavy duty with separate gauge; can punch 10-15 sheets of 70 gsm paper	6	pc	1,920.00	1,886.40				
Rubber Band - high quality; heavy duty, all purpose rubber band; elastic, multi colored; flat and thick; 350grams/box	60	box (350grams/box)	12,480.00	12,261.60				
Scissor - heavy duty; 6" high quality multi purpose stainless steel;comfort grip sharp and durable	6	pc	360.00	353.70				
Scotch tape -Size- 1"; transparent/clear type; Strong adhesive, good quality, heavy duty	60	pc	1,500.00	1,473.60				
Sign pen (Blue) - quick dry, premium liquid gel ink pen; .5mm needle point	80	box (12pcs/box)	33,600.00	33,012.00				
Sign pen (Green)- quick dry, premium liquid gel ink pen; .5mm needle point	40	box (12pcs/box)	16,800.00	16,506.00				
Sign pen (Black) - quick dry, premium liquid gel ink pen; .5mm needle point	40	box (12pcs/box)	16,800.00	16,506.00				
Specialty Paper - Size 8.5x13" Long; Color- White; 200 gsm	150	packs (10 sheets/pack)	7,500.00	7,368.00				
Stamp Pad with Date stamp received - Size- No. 1; metal case stamp pad;	20	pc	3,800.00	3,733.40				

"Matino, Mahusay at Maaasahan"

City of San Fernando, La Union

Telephone Number (072) 888 2108 • 607 4468 • 888 2289 • 607 4469 • 607 1245

www.dilgregion1.com



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office I

Stamp Pad Ink - water based ink refill; best drying ink 950 ml; purple	60	bottle	6,990.00	6,867.00				
Staple wire -Full strip staples; Size: No. 35; Length: 6mm; Made of steel wire coated with zinc	100	box (5000pcs/box)	5,500.00	5,400.00				
Stapler with remover -High quality ;Size: large; Compatible with No. 35 staple wire; 25 sheet capacity; Durable metal construction and rust protection	10	pc	1,600.00	1,572.00				
Sticky Note Pad- 3" x 4"	100	pack (100sheets per pack)	6,250.00	6,140.00				
Sharpener Desk Type -Desk type pencil sharpener with rotating cork system and manual hand crank; Stainless with metal body	10	pc	6,100.00	5,993.20				
Printer - multifunctional; 3 in 1 print copy and scan; prints up to 7,500 colored and 4,500 black-and-white pages; New hand design integrated to the printewr to reduce spacePeace of mind with 100% cartridge-free printing	6	pc	72,000.00	70,740.00				
Printer Ink 65 ml - Color: Black, Cyan, Yellow, Magenta; Continuous Ink Supply System (CISS); genuine refill ink; vacuum sealed	180	bottle	63,000.00	61,896.60				
Laminating Machine- heavy duty laminator; for size up to A3; 4 rollers (hotshoe); 330mm entrance width; with temperature controller and meter knob; laminating speed	5	pc	40,000.00	39,300.00				

"Matino, Mahusay at Maaasahan"

City of San Fernando, La Union

Telephone Number (072) 888 2108 • 607 4468 • 888 2289 • 607 4469 • 607 1245

www.dilgregion1.com



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office I

600-650mm/minute; maximum laminating thickness 1.2mm on and off button; power ready and preheating light with reverse switch; best used with 120-250 micro films							
Lanyards (customized)	507	pc	25,350.00	24,903.84			
TOTAL AMOUNT				800,076.74			

WHEREAS, Mimbo Bytes and Abacus Book and Cart Corporation were disqualified due to submission of bids beyond the set deadline, Emverly Enterprises and Thunder General Merchandise were also disqualified due to submission of bids with incomplete and no eligibility requirements, respectively;

WHEREAS, Yanna's School Supplies and General Merchandise submitted bids with complete documentary requirements.

NOW THEREFORE, WE, the BAC Members, RESOLVE, as it is hereby RESOLVED to declare "Yanna's School Supplies and General Merchandise" as the **Lowest Calculated and Responsive Bid (ICRB)** with a total bid amount of **Eight Hundred Thousand Seventy-six Pesos and Seventy-four Centavos (Php800,076.74)**;

RESOLVED, further that the **Finance and Administrative Division (FAD)** as End-User, be furnished a copy of this Resolution for its reference and appropriate action.

ADOPTED: DILG Regional Office No. 1 Conference Room and ZOOM Meeting: April 5, 2021

Certified Correct:

ANNLYD D. DULAY
 Head, BAC Secretariat

Attested by:

ATTY. JOSEPH O. APOLONIO
 BAC Member

ALICIA C. BANG-OA
 BAC Member

BENEDICTA M. BARNACHEA
 BAC Member

(on WFH)
 SHARWYN M. SANGEL
 BAC Member

SETY ZORAYDA S. PEREZ
 End User

PEDRO D. GONZALES
 BAC Vice-Chairperson

RHODORA G. SORIANO
 BAC Chairperson

Approved / Disapproved

JAMES F. FADRILAN, CESO III
 Regional Director / Head of Procuring Entity



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

NOTICE OF AWARD

April 22, 2021

SHIRLEY D. ABUAN
Authorized Representative
Yanna's School Supplies and General Merchandise
Stall 1&2 Public Market
Bauang, La Union

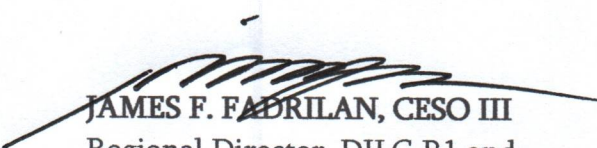
Dear Ms. Victoria:

We are pleased to inform you that your quotation amounting to **Eight Hundred Thousand Seventy -six Pesos and Seventy -four Centavos Only (Php 800,076.74)** for the **Procurement of Office Supplies, Office Equipment and Customized Lanyards for the use of Contact Tracers of DILG Region 1** has been determined to be the **Lowest Calculated and Responsive Bid (LCRB)**.

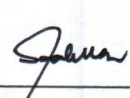
You are hereby required to formally enter into contract with us upon receipt of this Notice.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligation.

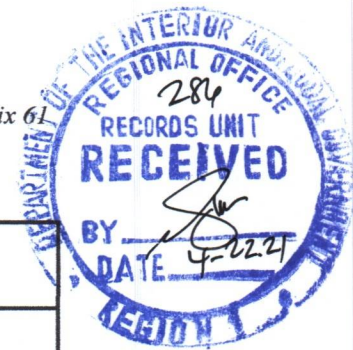
Very truly yours,


JAMES F. FABRILAN, CESO III
Regional Director, DILG R1 and
Head, Procuring Entity *MF*

CONFORME:


SHIRLEY D. ABUAN
Authorized Representative
Yanna's School Supplies & General Merchandise
Stall 1& 2 Public Market
Bauang, La Union

PURCHASE ORDER
DILG REGION 1



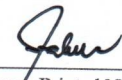
SUPPLIER: YANNA'S SCHOOL SUPPLIES AND GEN. MERCHANDISE		Purchase Order No. 2021-04-156			
Address : __ Bauang, La Union		Date : 4-22-21			
TIN : _____		Mode of Procurement : _____			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>DILG RO 1</u>		Delivery Term : _____			
Date of Delivery : <u>within 7 calendar days from receipt of NTP</u>		Payment Term : _____			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream (100pcs/ ream)	Laminating Film -Size: long; Thickness: 250 microns	60	786.00	47,160.00
2	box (12 pcs/box)	Binder clips -Size: 51mm, 2 inches width; multi purpose binder clips; Long tail clip	200	71.00	14,200.00
3	pc	Calculator -12 digit big display desktop calculator; Power source: Solar and battery(dual power); With auto power off	6	358.80	2,152.80
4	pc	Correction Tape -Size:10 meters length; environmentally friendly, safe and non toxic; high cover effect	109	29.50	3,215.50
5	ream	Coupon bond A4(Bond paper) - Size: 8.27x11.69"; Color- white; multi purpose paper	670	226.51	151,761.70
6	ream	Coupon bond long (Bond paper)- Size: 8.5x13"; Color- white; multi purpose paper	700	255.45	178,815.00
7	pc	Envelope- Long Expandable - Size: 10x15 inches; brown; Brown Kraft Expandable w/ Elasticbond	600	24.56	14,736.00
8	pc	Envelope - Size: 10x15 inches; Long; Color- Brown	600	4.91	2,946.00
9	box (50 sets/box)	Fastener - Size: 7cm; 8.5" long ; Plastic paper fastener; plastic wrapped edge; assorted colors	100	39.30	3,930.00
10	pc	Flash drive (32gb) - 3.0 interface; speed: 100mb/reading	10	393.00	3,930.00
11	pc	Folder- Green expandable (Long) -Pressboard Expandable Folder (Long) Tough & heavy weight file folder ; for large and heavy files ; with 1"	600	24.56	14,736.00
12	pc	Folder- Size- Long 9.5x14.5 inches; white color	600	6.87	4,122.00
13	pc	Glue - Size- 130grams; Washable, safe, non toxic, fast dry	60	58.95	3,537.00
14	pc	Highlighter Pen -Unique shape for a comfortable grip; Grooves on cap for ease of uncapping; 4 hours Anti-Dry-Out Technology; Water-based ink & odorless; 2 line widths (2 + 5mm)	60	36.35	2,181.00
15	box (80 pcs/box)	Paper clips - Size- 50mm; assorted color; vinly coated paper clips	100	19.65	1,965.00
16	box	Pencil -Length: 7"; Diameter: 7.0 to 7.5mm; Body Material: Wood; Hexagonal, each with a high quality top eraser; Medium/ Medium Shade	100	93.09	9,309.00
17	box	Permanent Marker-Dries Instantly; For general purpose, comes with fast drying oil base permanent ink that writes on almost any surface; Color- Black; Broad or Fine; Waterproof-Permanent	60	424.44	25,466.40
18	pc	Puncher - Two hole Big puncher; Heavy duty with separate gauge; can punch 10-15 sheets of 70 gsm paper	6	314.40	1,886.40
19	box (350gra ms/box)	Rubber Band - high quality; heavy duty, all purpose rubber band; elastic, multi colored; flat and thick; 350grams/box	60	204.36	12,261.60

20	pc	Scissor - heavy duty; 6" high quality multi purpose stainless steel; comfort grip sharp and durable	6	58.95	353.70
21	pc	Scotch tape -Size- 1"; transparent/clear type; Strong adhesive, good quality, heavy duty	60	24.56	1,473.60
22	box (12 pcs/box)	Sign pen (Blue) - quick dry, premium liquid gel ink pen; .5mm needle point	80	412.65	33,012.00
23	box (12 pcs/box)	Sign pen (Green)- quick dry, premium liquid gel ink pen; .5mm needle point	40	412.65	16,506.00
24	box (12 pcs/box)	Sign pen (Black) - quick dry, premium liquid gel ink pen; .5mm needle point	40	412.65	16,506.00
25	packs (10 sheets/ pack)	Specialty Paper - Size 8.5x13" Long; Color- White; 200 gsm	150	49.12	7,368.00
26	pc	Stamp Pad with Date stamp received - Size- No. 1; metal case stamp pad;	20	186.67	3,733.40
27	bottle	Stamp Pad Ink -water based ink refill; best drying ink 950 ml; purple	60	114.45	6,867.00
28	box (5000pcs/box)	Staple wire -Full strip staples; Size: No. 35; Length: 6mm; Made of steel wire coated with zinc	100	54.00	5,400.00
29	pc	Stapler with remover -High quality ;Size: large; Compatible with No. 35 staple wire; 25 sheet capacity; Durable metal construction and rust protection	10	157.20	1,572.00
30	pack	Sticky Note Pad- 3" x 4"	100	61.40	6,140.00
31	pc	Sharpener Desk Type -Desk type pencil sharpener with rotating cork system and manual hand crank; Stainless with metal body	10	599.32	5,993.20
32	pc	Printer - multifunctional; 3 in 1 print copy and scan; prints up to 7,500 colored and 4,500 black-and-white pages; New hand design integrated to the printewr to reduce spacePeace of mind with 100% cartridge-free printing	6	11,790.00	70,740.00
33	bottle	Printer Ink 65 ml -Color: Black, Cyan, Yellow, Magenta; Continuous Ink Supply System (CISS); genuine refill ink; vacuum sealed	180	343.87	61,896.60
34	pc	Laminating Machine- heavy duty laminator; for size up to A3; 4 rollers (hotshoe); 330mm entrance width; with temperature controller and meter knob; laminating speed 600-650mm/minute; maximum laminating thickness 1.2mm on and off button; power ready and preheating light with reverse switch; best used with 120-250 micro films	5	7,860.00	39,300.00
35	pc	Lanyards (customized)	507	49.12	24,903.84
TOTAL					800,076.74


(Total Amount in Words)

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

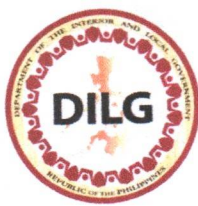

 Signature over Printed Name of Supplier
 April 26, 2021
 Date

Very truly yours,


 JAMES F. FADRILAN, CESO III
 Signature over Printed Name of Authorized Official
 Regional Director
 Designation

Fund Cluster : _____
 Funds Available : _____
 MERCEDES C. LLANES
 Signature over Printed Name of Chief Budget Officer

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

NOTICE TO PROCEED

April 24, 2021

SHIRLEY D. ABUAN
Authorized Representative
Yanna's School Supplies and General Merchandise
Stall 1& 2 Public Market
Bauang, La Union

Dear Ms. Victoria:

With the attached **PURCHASE ORDER** having been approved, you are hereby notified to provide **Office Supplies, Office Equipment and Customized Lanyards for the use of Contact Tracers** of DILG Regional Office 1, Sevilla, City of San Fernando, La Union.

Likewise, you are responsible for performing the required services under the terms and conditions of the Purchase Order, and your submitted quotation/proposal.

Please acknowledge receipt and acceptance of this Notice by signing both copies in the space provided below. Keep one copy and return the other copy to the DILG Regional Office 1, c/o BAC Secretariat, City of San Fernando, La Union.

Very truly yours,

JAMES F. FABRILAN, CESO III
Regional Director, DILG 1 and
Head, Procuring Entity *W*

RECEIVED BY:

SHIRLEY D. ABUAN
Authorized Representative
Yanna's School Supplies & General Merchandise
Stall 1& 2 Public Market
Bauang, La Union