

## BIDS AND AWARDS COMMITTEE

### OPENING OF BIDS

PROCUREMENT OF SERVICE PROVIDER: LEASE OF PHOTOCOPYING MACHINES FOR  
CHED CENTRAL OFFICE FOR TWELVE (12) MONTHS  
ABC: 1,160,000.00

BAC Room, 2<sup>nd</sup> Floor  
HEDC Bldg., C.P. Garcia Avenue,  
Diliman, Quezon City  
July 2, 2018; 11:00 A.M.

### ATTENDANCE

#### PRESENT

##### BAC

DIR. LUISA S. VALENCIA  
DEP. EXEC. DIR. NAPOLEON B. IMPERIAL  
ATTY. CINDERELLA FILIPINA BENITEZ-JARO  
ATTY. JOSELITO C. ALISUAG  
ATTY. SEPTON A. DE LA CRUZ

##### DESIGNATION/OFFICE

- Vice-Chair/ Presiding Officer  
- Member  
- Member  
- Member  
- Member

##### TWG-OGS

MS. APOLONIA R. VIVO  
MS. DIANA C. AGUILAR  
MS. EVA M. PASIGPASIGAN  
MS. SHIELA F. JALBUENA

- Head  
- Member  
- Member  
- Member

##### SECRETARIAT

MR. ARTEMIO S. CAPELLAN, JR.  
MS. BEATRIZ D. PASCUAL  
MS. YVET R. MADLANGSAKAY  
MS. DINA L. ABRENICA  
MS. DESIREE P. VERDEFLORES

- Member  
- Member  
- Member  
- Member  
- Member

##### COA OBSERVER

MS. MELANIE JULIE R. SALAZAR

##### END-USER

MS. MARIA CHARINNA D. ZAFIRO

-AFMS-GSD

##### BIDDER

MR. MARCELO M. DELFIN  
MS. JENNIFER B. LAYAMANA  
MS. GRACE DIANNE LEONOR

-UBIX Corporation  
-UBIX Corporation  
-UBIX Corporation

##### NOT PRESENT

MR. NELSON E. ESPINA  
MR. GREGORIO T. ATIENZA  
MS. EVELYN V. MOJICA

- Head, BAC Secretariat (on leave)  
- Member, TWG-OGS (on official business)  
- Consultant



**I. CALL TO ORDER**

There being a quorum, the Opening of Bids was called to order at 11:20 AM with the BAC Vice-Chair, Dir. Luisa S. Valencia, presiding.

**II. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/ OBSERVER**

Upon the instruction of the presiding officer, Mr. Art S. Capellan, Jr., Member of the BAC Secretariat, presented the bidder's representative who attended the bid opening. He introduced the BAC members, TWG-OGS members, BAC Secretariat and COA representative who were present during the bid opening. He mentioned also that the BAC Secretariat sent invitations to GPPB-recognized observers, however, no representative attended the bid opening.

Six (6) companies browsed the advertisement at the PhilGEPS, per Document Request List, namely: (1) Quartz Business Products Corporation (2) E-Copy Corporation (3) Otus Copy System, Inc. (4) Philcopy Corporation (5) U-BIX Corporation- Makati (6) Data Images Plus Automation Phil. Inc. However, only U-BIX Corporation availed of the bidding documents and submitted its technical and financial bid documents including the Financial bid envelope.

**III. OPENING OF THE FIRST ENVELOPE (ELIGIBILITY DOCUMENTS/, EXAMINATION OF ELIGIBILITY DOCUMENTS AND THE TECHNICAL PROPOSAL, EXAMINATION AND DETERMINATION OF RESPONSIVENESS AND DECLARATION OF ELIGIBLE/INELIGIBLE BIDDERS**

Upon the instruction of the Presiding Officer, the BAC Secretariat turned- over the envelope to the BAC. The BAC members opened the **first envelope** containing the bid documents and requested the assistance of the members of the Technical Working Group for Other Goods and Services (TWG-OGS) to evaluate the eligibility documents and the technical bid proposal.

The bidder's envelopes were opened and the name/label was read. The documents inside the envelopes were marked "original copy" "copy 1", "copy 2". The original copies were forwarded to the members of the Bids and Awards Committee for affixing of their initials in each page. The documents inside the envelopes marked "copy 1" were used as reference by the members of the TWG-OGS for eligibility checking and evaluation purposes. The last set of documents marked "copy 2" were retained by the BAC Secretariat for safekeeping and custody.

Upon careful checking of the eligibility documents, the members of the TWG-OGS reported to the Bids and Awards Committee the result of their evaluation, as follows;

NAME OF BIDDER	Bid Security	EVALUATION RESULT (Eligibility based on the Technical Requirements)
U-BIX CORPORATION	Bid Securing Declaration	Passed

The TWG-OGS upon evaluation of the eligibility and technical documents found the bid of U-BIX Corporation complying. The BAC declared U-BIX Corporation as “eligible”, and “passed” the technical evaluation, after complying with the technical requirements of the bidding.

**IV. OPENING OF THE SECOND ENVELOPE (FINANCIAL PROPOSAL), EXAMINATION OF FINANCIAL PROPOSAL AND DETERMINATION OF RESPONSIVENESS AND READING OF FINANCIAL PROPOSAL AND THE APPROVED BUDGET FOR THE CONTRACT (ABC)**

Upon instruction from the BAC, the TWG-OGS opened the second envelope containing the financial bid proposals of U-BIX Corporation.

Hereunder is the Abstract of Bids on the evaluation of the first and second envelopes relative to the Procurement of Services Provider: Lease of Photocopying Machines for CHED Central Office for Twelve (12) Months. as follows:

ABC: Php1,160,000.00

BIDDER	FINANCIAL	
	As Read	As Calculated
U-BIX CORPORATION	P1,159,992.00	

**V. TECHNICAL WORKING GROUP FOR OTHER GOODS AND SERVICES RECOMMENDATION**

The bid of U-BIX Corporation which was earlier declared “eligible” passed the technical evaluation and its financial bid is within the Approved Budget for the Contract (ABC). The TWG-OGS requested for seven (7) days for further evaluation of the bid submitted.

The BAC acknowledged their recommendation and upon deliberation, approved the same.

**VI. COMMENTS/REACTION FROM THE BAC AND THE BIDDER**

The Bids and Awards Committee informed the representative of U-BIX Corporation on the request of the TWG-OGS to further evaluate the bid documents submitted within seven (7) days. The result of said evaluation will be reported by the TWG-OGS on the next Regular BAC Meeting.



**VII. ADJOURNMENT**


There being no other matter to discuss, the opening of bids was adjourned at 12:50 PM.

PREPARED BY:

  
**ARTEMIO S. CAPELLAN, JR.**  
Member, BAC Secretariat


APPROVED BY:

  
**DIR. LUISA S. VALENCIA**  
Vice- Chair/Presiding Officer

  
**DEP. EXEC. DIRECTOR NAPOLEON B. IMPERIAL**  
Member

  
**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
Member

  
**ATTY. JOSELITO C. ALISUAG**  
Member

  
**ATTY. SEPTON A. DE LA CRUZ**  
Member