



University Bids and Awards Committee
Resolution No. 238, S. 2024

RESOLUTION RECOMMENDING DIRECT CONTRACTING AS AN ALTERNATIVE MODE OF PROCUREMENT AND RECOMMENDING THE AWARD OF CONTRACT TO PHILIPPINE DUPLICATORS, INC. FOR THE PURCHASE OF TONER FOR IMC2000 PHOTOCOPIER

WHEREAS, there is an imperative need to acquire and purchase sets of toner for IMC2000 Photocopier for the Accounting Office of MinSU Main Campus with an Approved Budget for the Contract (ABC) amounting to **Forty-Two Thousand Eight Hundred Seventy-Five Pesos (Php42,875.00)**;

WHEREAS, the subject item was included in the Project Procurement Management Plan (PPMP) of the requisitioning office and in the approved Annual Procurement Plan (APP) of MinSU;

WHEREAS, the Section 50 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003 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:

- a) Procurement of Goods of proprietary nature which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;
- b) When the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or
- 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 GoP.

WHEREAS, per Certification issued by RICOH Asia Pacific Operations Ltd., it was confirmed that Philippine Duplicators is their "exclusive distributor" in the Philippines for the sale for all IMC2000 Branded copying/printing machines and their consumables and spare parts (see copy of said certification attached and marked as "Annex A");

WHEREAS, upon review of the abovementioned details, the BAC found that the above conditions for Direct Contracting are gratified;

WHEREAS, the BAC received the price quotation, along with its eligibility requirements, for toner of IMC2000 from **Philippine Duplicators, Inc.** amounting to **Forty-Two Thousand Eight Hundred Seventy-Five Pesos (Php42,875.00)**;

NOW, THEREFORE, the Bids and Awards Committee (BAC), above premises considered, hereby **RESOLVE** as it is hereby **RESOLVED** to recommend to his Honor, the Head of Procuring Entity, to recommend that the procurement of toner for IMC2000 be done through Direct Contracting; the Award of Contract to **Philippine Duplicators, Inc.** for the purchase of toner for IMC2000 in the amount of **Forty-Two Thousand Eight Hundred Seventy-Five Pesos (Php42,875.00)**; with official address at KM14 West Service Road, Edison Ave., Parañaque City, Metro Manila;

RESOLVED, this 29th day of November, 2024 at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro.

Engr. **MARK LESTER A. MAGPANTAY**
BAC Vice-Chairperson

FRANJE M. AFABLE, DBMHM
BAC Member

CIEDELLE P. SALAZAR, J.D., Ph.D
BAC Chairperson

ATTY. SHERLYN A. LAYESA
BAC Member

MELGAR G. FADRIQUEALAN
BAC Member

[] Approved / [] Disapproved

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

Date: _____

Standard Form Number: SF-GOOD-01
Revised on: May 24, 2004

APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Photocopier, Toner and Office Supplies for the Accounting Office of MinSU Main Campus

Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University

Length:

Length:															
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	Contract Duration:					TOTAL COST	UNIT COST
									OTHER COST FACTORS		INFLATION,	VALUE	(11)		
									%	INFLATION,					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)			
	Lot 1 Photocopier Toner				-										
1	Print Cartridge Black IM C2000	2	cartridge	5,425.00	10,850.00										
2	Print Cartridge Yellow IM C2000	1	cartridge	10,675.00	10,675.00										
3	Print Cartridge Magenta IM C2000	1	cartridge	10,675.00	10,675.00										
4	Print Cartridge Cyan IM C2000	1	cartridge	10,675.00	10,675.00										
	sub-total (LOT 1)				42,875.00										
	Lot 2 -Office Supplies				-										
1	Loose Leaf Cover	200	pair	100.00	20,000.00										
2	Sticky Flag	30	piece	65.00	1,950.00										
3	Sticky Notes (3x3)	15	piece	35.00	525.00										
4	Sticky Notes (2x4)	5	piece	35.00	175.00										
5	Staple Wire No. 35-5M	10	box	65.00	650.00										
6	Stapler	2	piece	245.00	490.00										
7	Calculator 2 way power 12 digits	1	piece	245.00	245.00										
8	CDRW	4	case	150.00	600.00										
9	Scissor	2	piece	70.00	140.00										
10	Bookends	20	pair	300.00	6,000.00										
11	Carbon paper (8.5x11) (100sheets) (Blue)	3	pack	990.00	2,970.00										
	sub-total (LOT 2)				33,745.00										
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX				-										
	GRAND TOTAL				76,620.00										

Prepared by

MARYNELA A. HERMOSA
Member, BAC Secretariat

Submitted by

CHRISTIAN B. APOSTOL, PhD
Head, BAC Secretariat

Recommending Approval

CIEDELLE PLOT-SALAZAR, J.D., Ph.D.
Chairperson, BAC

Approved

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

PARTICULARS:

2099

and Cluster:

TF-1054
401-200-11-317

Approved by:

ENYA MARIE D. APOSTOL, PH.D
SUC President III