

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PROCUREMENT SERVICE - PHILGEPS

PS-DBM Complex
 Cristobal St., Paco
 Metro Manila
 Tel. Nos 563-93-81
 689-7750 loc. 4020

CONTRACT/PURCHASE ORDER

No. **1601829**

To: **ADVANCE COMPUTER FORMS, INC.** ✓
 Brgy. 163 Zone 14, M. Bartolome St., Sta
 Caloocan City
 Metro Manila

Date December 07, 2016
 Reference: **PUBLIC**
 BIDDING No. PB# 16-076-2
 Date of PB: 06/21/2016

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. -XXX- dated -XXX- subject to the Terms and Conditions enumerated at the back hereof:

Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
1	CONTINUOUS FORM, CARBONLESS, 3 PLY, 280 x 378mm, 5-50-55gsm(1st-2nd-3rd sheets), with crimping and side perforations and sprocket holes in both left and right margin, size in inches: (11" x 14-7/8"), thickness: 0.062mm min, (500 sets per box), 1 box (Note: For complete and detailed specifications, please refer to the attached Evaluation Report which form part of this Purchase Order.) -Subject to Expanded Withholding Tax, Final Withholding Tax and Other Percentage Taxes Reference: R.A. 9337 Revenue Regulation Nos. 16-05, 14-02, 12-01 & 2-98 -Delivery shall conform with the minimum labeling requirements under R.A. 7394 -A warranty covered by either retention money or special bank guarantee equivalent to at least 10% of the payment on the contract price shall be required for a period of three (3) months after the end-user's acceptance.	315	BOX	915.00	288,225.00

12-08-1829

TOTAL AMOUNT ₱ **288,225.00**

PLACE OF DELIVERY:

PS Main Warehouse, PS Complex, RR Road
 Cristobal St., Paco, Manila

DELIVERY INSTRUCTIONS:

January 05, 2017 9AM-12PM

FUNDS AVAILABILITY CERTIFIED BY:

ALLAN RAUL M. CATALAN

ACCOUNTANT

12/9/2016
 DATE

AUTHORIZED BY:

BINGLE B. GUTIERREZ

DIRECTOR

12/12/2016
 DATE

Purchase Order received and accepted subject to the Terms and Conditions enumerated at the back hereof:

ADVANCE COMPUTER FORMS, INC.

Ms. Juliet Villena

NAME OF SUPPLIER

AUTHORIZED REPRESENTATIVE
 (SIGNATURE OVER PRINTED NAME)

DATE RECEIVED

DUE DATE



Republic of the Philippines
 DEPARTMENT OF BUDGET AND MANAGEMENT
 PROCUREMENT SERVICE - PhilGEPS

PS-DBM Complex
 Cristobal St., Paco
 Metro Manila
 Tel. Nos 563-93-61
 689-7750 loc. 4020

CONTRACT/PURCHASE ORDER

No. 1601829

To: **ADVANCE COMPUTER FORMS, INC.**
 Brgy. 163 Zone 14, M. Bartolome St., Sta
 Caloocan City
 Metro Manila

Date December 07, 2016
 Reference: **PUBLIC**
BIDDING No. PB# 16-076-2
 Date of PB: 06/21/2016

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Item No.	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QTY	UNIT	UNIT PRICE	AMOUNT
	-The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications. -For PS STOCKS -Repeat Order				

12-08-1829

TOTAL AMOUNT ₱ 288,225.00

PLACE OF DELIVERY:

PS Main Warehouse, PS Complex, RR Road
 Cristobal St., Paco, Manila

DELIVERY INSTRUCTIONS:

January 05, 2017 9AM-12PM

FUNDS AVAILABILITY CERTIFIED BY:

[Signature]
 ALLAN RAUL M. CATALAN
 ACCOUNTANT

12/9/2016
 DATE

AUTHORIZED BY:

[Signature]
 BINGLE B. GUTIERREZ
 DIRECTOR

12.12.2016
 DATE

Purchase Order received and accepted subject to the Terms and Conditions enumerated at the back hereof:

ADVANCE COMPUTER FORMS, INC.

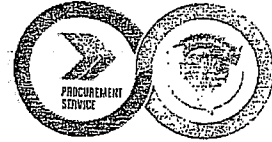
Ms. Juliet Villena

NAME OF SUPPLIER

AUTHORIZED REPRESENTATIVE

DATE RECEIVED

DUE DATE



NOTICE OF AWARD

PD PS DBM 5DEC1614:53

December 1, 2016

NOA No.: BAC2016-303
Resolution No.: BAC2-2016-11-10

MS. JULIET A. VILLENA
ADVANCE COMPUTER FORMS, INC.
Brgy. 163 Zone 14, District IV, M. Bartolome St.,
Sta. Quiteria Ext. Caloocan City

Dear Ms. Villena:

This is to inform you that the **Bids and Awards Committee (BAC)** of the **Procurement Service** has recommended the award of contract in your favor for **PB 16-076-2: Supply and Delivery of Office Equipment & Supplies and Paper Products for Procurement Service for Lot 10** under Alternative Method of Procurement-Repeat Order and you are hereby issued this **NOTICE OF AWARD**:

LOT NO.	ITEM/ S	QTY/ UNIT	UNIT PRICE	TOTAL AMOUNT
10	COMPUTER CONTINUOUS FORMS, 3 ply, 280mm x 378mm	315 boxes	₱ 915.00	₱ 288,225.00

Delivery Instructions:

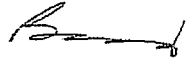

With a lead time of Seven (7) Calendar Days upon receipt of Purchase Order.

INSTRUCTIONS:

Please sign the attached Contract/Purchase Order if you have no corrections to the contents of this NOTICE OF AWARD (NOA) and submit Performance Security within five (5) calendar days from receipt hereof. The original copy of the NOA and all copies of the Contract/PO shall be returned to the Procurement Service.

Failure to sign and return the documents within the abovementioned period may result in the cancellation of the award.

Very truly yours,


BINGLE B. GUTIERREZ
Executive Director 

CONFORME:

Mawin Santos - Liaison Officer
PRINTED NAME/POSITION


SIGNATURE

12-7-16
DATE

Received original copy



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



RESOLUTION NO. BAC2-2016-11-10

RESORTING TO REPEAT ORDER

WHEREAS, the Procurement Service has conducted public bidding for the *SUPPLY AND DELIVERY OF OFFICE EQUIPMENT & SUPPLIES AND PAPER PRODUCTS FOR PROCUREMENT SERVICE* under PB No. 16-076-2 which includes *COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm*;

WHEREAS, an Ordering Agreement (OA-103-16) was executed and awarded in favour of **Advance Computer Forms, Inc.**, as results of the abovementioned public bidding, the details of which are the following:

Description	Qty	Unit Price	Total Price
Computer Continuous Forms, 3ply, 280mm x 378mm	1,260 boxes	Php 915.00	Php 3,541,590.00

WHEREAS, the quantity in the Ordering Agreement was fully exhausted;

WHEREAS, the Procurement Service has determined the need to replenish the goods procured under said Ordering Agreement given the expected purchase request from different government agencies for the same item;

WHEREAS, Section 10 of the IRR of R.A. 9184 states that "All procurement shall be done through competitive bidding, except as provided in Rule XVI of this IRR";

WHEREAS, Rule XVI, Section 51 provides that:

Repeat Order, when provided for in the APP, is a method of procurement of Goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding. Repeat orders shall likewise be subject to the following conditions:

- a) Unit prices of the repeat order must be the same as or lower than those in the original contract: Provided, That such prices are still the most advantageous to the GoP after price verification;
- ~~b) The repeat order will not result in splitting of contracts, requisitions, or purchase orders, as provided for in Section 54.1 of this IRR;~~
- c) Except in cases duly approved by the GPPB, the repeat orders shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract: Provided, That there has been a partial delivery, inspection and acceptance of the goods within the same 6-month period; and
- d) Repeat orders shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract.

WHEREAS, the IRR allows *Repeat Order*, an alternative method of procurement, subject to the conditions stated under Section 51;

WHEREAS, the Procurement Service has determined that conditions under Section 51 are present or that it complies with the same, to wit:


- a) The price as awarded is the same price to be awarded in this repeat order and that the price is still advantageous to the government;
- b) The repeat order is being made as there is new demand for the item, and without intent to circumvent any provision of R.A. 9184 and its IRR;
- c) The last Notice to Proceed (Delivery Order Contract in this case) under OA-103-16 was issued on September 22, 2016; and
- d) The quantity under the repeat order is below 25% of the quantity under OA-103-16.

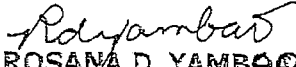
WHEREAS, the Procurement Service has determined that resort to *Repeat Order* is proper, economical, and efficient under the present circumstances;

NOW, THEREFORE, We, the Members of the DBM-PS Bids and Awards Committee-II hereby RESOLVE, as it is hereby RESOLVED, to recommend to the Head of the Procuring Entity, EXEC. DIR. BINGLE B. GUTIERREZ, the award of contract to **Advance Computer Forms, Inc.**, for the *SUPPLY AND DELIVERY OF OFFICE EQUIPMENT & SUPPLIES AND PAPER PRODUCTS FOR PROCUREMENT SERVICE under PB No. 16-076-2 which includes COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm* with the following details and pursuant to the provision of Section 51 of the revised IRR of R.A. 9184:

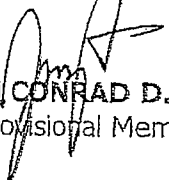
Description	Qty	Unit Price	Total Price
Computer Continuous Forms, 3ply, 280mm x 378mm	315 boxes	Php 915.00	Php 288,225.00


RESOLVED, at the PS Conference Room B, PS Complex, RR Road, Cristobal Street, Paco, Manila, this 24th day of November, 2016.


JOELE H. EAYTE
Chairperson

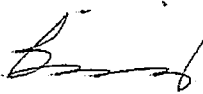

ROSANA D. YAMBAO
Regular Member

On Leave
JULIETA M. LOZANO
Vice-Chairperson


JOSEPH CONRAD D. DUEÑAS
Provisional Member


FLERIDA G. ARIAS
AdHoc Member to the BAC

Approved by:



EXEC. DIR. BINGLE B. GUTIERREZ

Head of the Procuring Entity

Date: 11/29/16

BAC2-2016-11-10

attyvgc/lf