



OSG211228Y0005647

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
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OSG BIDS AND AWARDS COMMITTEE

Resolution No. 2021-12-006

Approved Budget for the Contract (ABC): Php6,500,000.00

LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) FOR F.Y. 2022

Whereas, on 13 October 2021 the Chief Administrative Officer, Budget Division, Financial Management Services of the Office of the Solicitor General (OSG) issued a Statement of Availability of Funds in the amount of **Six Million Five Hundred Thousand Pesos (Php6,500,000.00)** to cover the Office of the Solicitor General's (OSG) Lease of Digital Multifunction Copiers (Monochrome) for F.Y. 2022;¹

Whereas, the Administrative Division issued the 1st Indorsement dated 20 October 2021 forwarding to the Bids and Awards Committee (BAC) the approved **Purchase Request (PR) No. 021-10-173(2022)** dated **20 October 2021** amounting to **Ten Million Pesos (Php10,000,000.00)**;²

Whereas, prior thereto, the BAC conducted a Pre-Procurement Conference on 16 September 2021 to determine its readiness for the procurement activity;³

Whereas, the OSG advertised the Invitation to Bid in the Philippine Government Electronic Procurement System (PhilGEPS);⁴

Whereas, in response to said advertisement, representatives from the following suppliers/providers attended the Pre-Bid Conference conducted on 03 November 2021:⁵

¹ Annex A

² Annex B

³ Annex C

⁴ Annex D

⁵ Annex E

1. Ubix Corporation
2. Otus Copy Systems, Inc.
3. MultiBiz International

Whereas, on 15 November 2021, during the Submission and Opening of Bids, **Otus Copy System, Inc. (Otus)** submitted its eligibility and technical requirements for evaluation;⁶

Whereas, using the non-discretionary “PASS-FAIL” criterion, **Otus** passed the eligibility and technical requirements for the procurement;

Whereas, **Otus** also submitted its financial bid in the amount of **Six Million Three Hundred Ninety-One Thousand Six Hundred Sixty-Five Pesos and 88/100 (Php6,391,665.88)**;

Whereas, considering that **Otus** passed the eligibility and technical requirements, and its financial bid is within the ABC, it was declared as the bidder with the single calculated bid for the instant procurement, subject to post-qualification;

Whereas, during the post-qualification, **Otus** was found to be compliant with all the legal and technical capability requirements contained in the bid proposal documents;⁷

NOW, THEREFORE, be it resolved, as it is hereby resolved by the BAC to recommend the contract for the **LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) FOR F.Y. 2022**, amounting to **Six Million Three Hundred Ninety-One Thousand Six Hundred Sixty-Five Pesos and 88/100 (Php6,391,665.88)**, be awarded to **Otus Copy Systems, Inc.** as the Bidder with the Single Calculated and Responsive Bid.

Makati City, 16 December 2021.


ASG SHARON E. MILLAN-DECANO
Chairperson



SSS AILEEN P. ESPINA-DALWATAN
Vice-Chairperson

⁶ Annex F

⁷ Annex G



ASG ARLEEN T. REYES
Member



SSII JOCELYN P. CASTILLO-SARMIENTO
Member



ASIII ALANNA GAYLE ASHLEY B. KHIO
Member



ASIII EMILE JUSTIN D. CEBRIAN
Member



DIR. BERNADETTE M. LIM
Member