

OTC-BIDS AND AWARDS COMMITTEE

Resolution No. 002, Series of 2024

RECOMMENDING THE AWARD OF CONTRACT TO COMWORKS, INC. FOR THE LEASE OF PRIVATELY-OWNED REAL PROPERTY (OFFICE SPACE) FOR THE OFFICE OF TRANSPORTATION COOPERATIVES-PUBLIC UTILITY VEHICLE MODERNIZATION-PROGRAM IMPLEMENTING UNIT (OTC-PUVMP-PIU).

"WHEREAS, the end-user, the Administrative and Finance Division-Finance Section, prepared the Terms of Reference (ToR) including its Comparative Market Price Analysis, Certification of Availability of Funds (CAF), the Project Procurement Management Plan (PPMP) for FY 2024 and its Purchase Request (PR) for the Lease of Privately-Owned (Office Space) for the Office of Transportation Cooperatives-Public Utility Vehicle Modernization-Program Implementing Unit (OTC-PUVM-PIU) with an Approved Budget for the Contract (ABC) amounting to One Million Six Hundred Fifty Three Thousand Three Hundred Forty Four Pesos (PhP1,653,344.00) **(Annex A)** which is included in the Supplemental/Addendum of Annual Procurement Plan (APP) of OTC for FY 2024 **(Annex B);"**

"WHEREAS, the End-user reasonably justified the procurement method to be implemented by the Procuring Entity during the OTC-BAC Meeting held on 14 March 2024, of which the members of the Committee approved after judicious deliberations, pursuant to Section 53.10 Negotiated Procurement-Lease of Real Property and Venue, subject to Annex "H" (V) Specific Guidelines (D) Items 9 (a)(b)(c) of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184;"

"WHEREAS, the OTC-BAC readily prepared the Request for Quotation (RFQ) for the said procurement project **(Annex C)**, and sent a formal invitation to three (3) prospective offices/lessors with an area of at least 100 square meters, the rented office shall be at within 500m. close proximity with the current office on 15 March 2024, the closing date of which is on 18 March 2024 at 12:00 noon;"

"WHEREAS, during the Opening and Bid Evaluation conducted by the OTC-BAC at a meeting held on 18 March 2024, two (2) prospective bidders/lessors: 1) VD & S Bldg., and ComWorks, Inc. were able to submit their respective sealed bid, however VD & S Bldg. was declared ineligible due to its failure to submit the following required eligibility/technical requirements: a) Mayor's/Business Permit for

the year 2024; b) No PhilGEPS Red Membership (Screenshot of My Organization Tab to View Organization Information); and c) Income/Business Tax Return for FY 2022. The third (3rd) Lessor/Bidder: Casman Bldg. did not officially submit the required Request for Quotation (RFQ);”

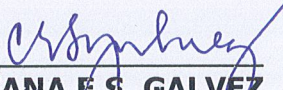
“WHEREAS, the ComWorks, Inc. was post-qualified and ascertained its compliance and responsiveness to all the requirements and conditions set forth by the Committee’s Authorized Team held on 19 March 2024. Based on the results of the same, it revealed, that ComWorks, Inc. with its Bid Offer in the amount of **One Million Six Hundred Fifty Thousand Pesos (PhP 1,650,000.00)**, inclusive of applicable EWT and VAT government withholding taxes, is fully responsive, and within the Approved Budget for the Contract (ABC) for the Lease of Privately-Owned Real Property (Office Space) for the Office of Transportation Cooperatives-Public Utility Vehicle Modernization-Program Implementing Unit (OTC-PUVM-PIU);”

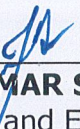
“WHEREAS, the OTC-BAC finds the recommendation and action in strict compliance and in accordance with the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184 and, therefore, subject to the Head of the Procuring Entity (HoPE) for his final action;”

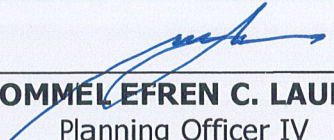
NOW, THEREFORE, and in consideration of the foregoing, **WE**, the Members of the OTC-BAC, by virtue of the powers vested on **US** by law, hereby resolved to **RECOMMEND** to the Head of the Procuring Entity (HoPE) and Chairperson of OTC the following:

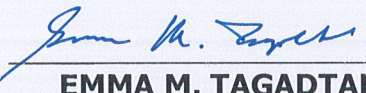
- 1) **AWARD OF CONTRACT** *via* Negotiated Procurement-Lease of Real Property or Venue (Sec. 53.10) to the **ComWorks, Inc.** as the **Single Calculated and Responsive Quotation (SCRQ)** for the Lease of Privately-Owned Real Property (Office Space) for the Office of Transportation Cooperatives-Public Utility Vehicle Modernization-Program Implementing Unit (OTC-PUVM-PIU) in the amount of One Million Six Hundred Fifty Thousand Pesos (**PhP 1,650,000.00**), inclusive of applicable EWT and VAT government withholding taxes;
- 2) **TO AUTHORIZE** the End-User to conduct **COORDINATION** and **NEGOTIATION** towards the Winning Bidder for other necessary requests (if at all possible), and
- 3) **SIGN AS HEAD OF THE PROCURING ENTITY** the corresponding Notice of Award and Notice to Proceed to implement this Resolution.


Done in Quezon City this 19th day of March 2024.


CRESENCIANA E.S. GALVEZ
Chief, Cooperative Development Specialist
and BAC Chairperson

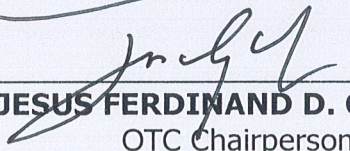

JOMAR S. DANS
Chief, Planning and Evaluation Division
and Vice-Chairperson


ROMMEL EFREN C. LAURENA
Planning Officer IV
and Member


EMMA M. TAGADTAD
Senior Cooperative Development Specialist
and Member


PEARL JANE F. BACULI
Project Evaluation Officer III
and Member

APPROVED/DISAPPROVED:


JESUS FERDINAND D. ORTEGA
OTC Chairperson
Head of the Procuring Entity