



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. (02) 5317-1768 loc. 731
www.pnu.edu.ph / bac.secretariat@pnu.edu.ph

**BAC Resolution Declaring the Single Calculated and Responsive Bidder and
Recommending Approval**

Resolution No. GD-2024-10-121-C

WHEREAS, the Philippine Normal University, in compliance with RA 9184, posted/advertised the Invitation to Bid for the **Supply and Delivery of Various IT Equipment for the Different Units in the University for FY 2024** on October 17-November 18, 2024 in PhilGEPS, PNU BAC Bulletin Board and PNU Website with an approved budget of **Two Million Eighty Thousand Pesos and 00/100 only (Php 2,080,000.00)** for the contract;

WHEREAS, a **Pre-Bid Conference** was conducted last **6 November 2024 (Wednesday)** at Rm. 103, Pedro T. Orata Hall, wherein three (3) interested suppliers attended the Conference, namely:

1. Terabit Computer Systems Corp. represented by Mr. Aaron Dimapiles with email address of adimapiles@tcs.com.ph;
2. Power Mac Center, Inc. represented by Mr. Kristoffer Quemquem with email address of krisstofe.quemquem@powermaccenter.com;
3. Geschaft Equipment Corporation represented by Ms. Krizzel L. Villapando with email address of krizz.geschaftcorp@gmail.com;

WHEREAS, the Technology-Related Bids and Awards Committee (TRBAC) has scheduled and conducted the **Opening of Bids** on **18 November 2024 (Monday)** at 3:00 PM held at Rm. 103, Pedro T. Orata Hall;

WHEREAS, during the scheduled Opening of Bids, only one (1) supplier bought the Official Bid Documents, and submitted Bid, namely **Geschaft Equipment Corporation.**;

WHEREAS, the summary of the Opening of Bids are as follows:

LOT	Bidder/s	Bid Amount	Remarks
Lot 1 – Mid-Range All-in-One Desktop Computer for Various Offices (ABC: ₱ 1,250,000.00)	No Bidder/s	Not Applicable	Failed Bid
Lot 2 – All-in-One Printer with Automatic Document Feeder (ADF), Fax and Wi-Fi features (Continuous Ink-Tank System) for ARMU (ABC: ₱ 50,000.00)	No Bidder/s	Not Applicable	Failed Bid
Lot 3 – All-in-One Printer with Automatic Document Feeder (ADF), and Wi-Fi features (Continuous Ink-Tank System) for various offices (ABC: ₱ 510,000.00)	No Bidder/s	Not Applicable	Failed Bid
Lot 4 – Photocopying Machine for Planning Office (ABC: ₱ 120,000.00)	No Bidder/s	Not Applicable	Failed Bid
Lot 5 – Photocopying Machine for Accounting Unit (ABC: ₱ 150,000.00)	Geschaft Equipment Corporation	₱ 146,590.00	Eligible



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WHEREAS, during the detailed Technical Evaluation conducted by the Technical Representative, **Geschaft Equipment Corporation** complied and satisfied all the requirements specified in Section VII. Technical Specifications of the bidding documents;

WHEREAS, upon arithmetical computation, **Geschaft Equipment Corporation** Financial Bid amounting to **One Hundred Forty-Six Thousand Five Hundred Ninety Pesos and 00/100 only (₱ 146,590.00)** with an equivalent of 2.27% (**₱ 3,410.00**) variance from the ABC was then declared as the Single Calculated Bid for Lot 5 - Photocopying Machine for Accounting Unit, subject to further evaluation to ascertain, verify, and validate the submitted bid;

WHEREAS, on **26 November 2024 (Tuesday)**, the BAC, Technical Working Group (TWG), and BAC Secretariat conducted the Post Qualification assessment on the submitted bids by **Geschaft Equipment Corporation, Inc.**, and was found to have complied with all the requirements and conditions specified in the bidding documents and have passed the post qualification after having verified, validated and ascertained its bid documents;

WHEREAS, upon careful examination, verification and validation of the eligibility, technical and financial requirements submitted by **Geschaft Equipment Corporation**, its bid of **One Hundred Forty-Six Thousand Five Hundred Ninety Pesos and 00/100 only (₱ 146,590.00)** was found to be responsive; and

NOW, THEREFORE, WE, the Members of the Regular Bids and Awards Committee do hereby **RESOLVE** as it is hereby **RESOLVED**:

- a. That **GESCHAFT EQUIPMENT CORPORATION** be declared as the Single Calculated and Responsive Bidder, in consideration of its total amount of Bid equal to **One Hundred Forty-Six Thousand Five Hundred Ninety Pesos and 00/100 only (₱ 146,590.00)**;
- b. That we, the members of the Bids & Awards Committee (BAC), as per University Memorandum No. 125, Series of 2023 dated 22 June 2023, recommends to the Head of the Procuring Entity (HoPE) to award the Contract as detailed in this BAC Resolution; and
- c. That, a **Notice of Award (NOA)** be issued to **GESCHAFT EQUIPMENT CORPORATION**, upon adoption and approval of this BAC Resolution.
- d. To recommend the foregoing for the approval of the President of the Philippine Normal University



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RESOLVED, during the Regular Meeting held on November 27, 2024, virtually via referendum online.

BIDS AND AWARDS COMMITTEE

Resolution No. GD-2024-10-121-C

TERESITA T. RUNGDUIN
Chair

MARIVILLA LYDIA B. AGGARAO
Member

JOHN P. NATIVIDAD
Vice-Chair

MARK ANTHONY Q. AMUL
Member

ERWIN R. CALLO
Member

JENNY S. MALITAO
Member

JOEMAR D. SAJONA
Member

MARS M. MAJUL
End-User

RICHARD JAY J. ARIAS
Technical Representative

Approved by

BERT J. TUGA
President



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NOTICE OF AWARD

Ms. KRIZZEL L. VILLAPANDO
GESCHAFT EQUIPMENT CORPORATION
384/F 100-A Set. Dr. Lazcano St.,
Brgy. Laging Handa, Quezon City
krizz.geschaftcorp@gmail.com

Date: December 06, 2024

Dear Ms. Villapando,

We are pleased to inform you that based on the findings of the Bids and Awards Committee, the contract for **Supply and Delivery of Various IT Equipment for the Different Units in the University for FY 2024 (Lot 5)** is hereby awarded to **GESCHAFT EQUIPMENT CORPORATION** pursuant of BAC Resolution No. **GD 2024-10-121-C** dated **November 27, 2024**.

Thus, notice is hereby given that the contract for the procurement of the project will be awarded to **GESCHAFT EQUIPMENT CORPORATION** in the total amount of **One Hundred Forty-Six Thousand Five Hundred Ninety Pesos and 00/100 only (₱ 146,590.00)**, subject to submission within ten (10) calendar days from receipt hereof of a Performance Security, valid until the issuance of the Certificate of Acceptance, in any of the following forms:

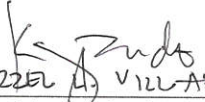
- a. Cash or cashier's/manager's check issued by a universal or commercial bank or bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank: provided, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank equivalent to five percent (5%) of the total contract price (₱ 7,329.50); or
- b. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security equivalent to thirty percent (30%) of the total contract price (₱ 43,977.00); or

Failure to provide the performance security shall constitute ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,
By Authority of the Board of Regents:


BERT J. TUGA
President

Conforme:


KRIZZEL L. VILLAPANDO
Name of Authorized Representative
Dec. 10, 2024
Date

(All documents without PNU QS Stamp or Control Identifier are uncontrolled)



PURCHASE ORDER
PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education

Appendix 61

Supplier:	GESCHAFT EQUIPMENT CORPORATION	P.O No.:	24-12-0475
Address:	384/F 100-A Set. Dr. Lazcano St.,	Date:	December 10, 2024
	Brgy. Laging Handa, Quezon City	Mode of Procurement:	Public Bidding
TIN :	010-254-728-000		

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery:	PNU Manila - Supply and Property Unit	Delivery Term:	within 30 calendar days
Date of Delivery:		Payment Term:	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<u>Supply and Delivery of Various IT Equipment for the Different Units in the University for FY 2024 (Lot 5)</u>			
	unit	Photocopying Machine for Accounting Unit Brand new photocopying machine model to be supplied should not be older than three (3) years old since its' launch in the Philippine market (provide documentation) Standard Function: Print, Copy, Scan Control Panel Display: Touchscreen With Automatic Document Feeder Support Duplex Printing Copy Resolution: 600 x 600 dpi or higher Copy Speed: 22 ppm or higher for single side printing Print Resolution: 600 x 600 dpi Print Speed: 22 ppm or higher for single side printing Scan Resolution: 600 x 600 dpi or better Scan Format output: PDF/JPEG Scan Destination: Scan to PC, Scan to USB device Support Direct USB Drive Printing Paper capacity: 1 Standard tray – at least 250 sheets (80gsm), By-pass tray or multi-purpose tray– at least 50 sheets (80gsm) Paper Size (Max): A3 Paper Size (Min): A5 Paper Weight supported: 80 to 180 gsm or higher	1	₱146,590.00	₱146,590.00
Page 1 of 2					

(Total Amount in Words)	₱146,590.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

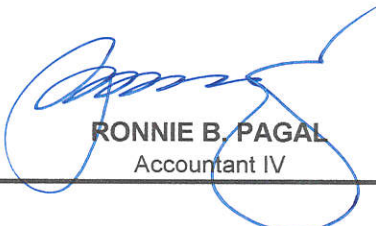
Conforme:


Signature over Printed Name of Supplier

12-17-2024
Date

Very truly yours,


LORDINO A. VERGARA
Vice President
Office of the Vice President for Finance and Administration

Funds Cluster:		06-05206441-2024-12-853
Funds Available:		ORS/BURS No.: 12-11-2024
	RONNIE B. PAGAL Accountant IV	Date of ORS/BURS:
		Amount:



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Supplier:	GESCHAFT EQUIPMENT CORPORATION	P.O No.:	24-12-0475
Address:	384/F 100-A Set. Dr. Lazcano St., Brgy. Laging Handa, Quezon City	Date:	December 10, 2024
TIN :	010-254-728-000	Mode of Procurement:	Public Bidding

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	PNU Manila - Supply and Property Unit	Delivery Term:	within 30 calendar days
Date of Delivery:		Payment Term:	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<u>Supply and Delivery of Various IT Equipment for the Different Units in the University for FY 2024 (Lot 5)</u> Supporting Operating System: Windows® 10 or latest Windows OS version, Mac 10.15 or latest OS version Interface: Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T, USB 3.0 Network Protocol: TCP/IPv4, TCP/IPv6 With pedestal Warranty – lifetime machine free service, one (1) year on parts Winning bidder must visit once every 3 months to check the machine for one year from installation/delivery to provide technical advice/service as part of the after-sales service maintenance Winning bidder should submit the certificate from the manufacturer that their in-house technician/s is/are certified to provide service maintenance to the machine (provide name/s of qualified technicians with their certificates) Can supply genuine spare parts, consumables and after sales/warranty service support within 5 years Bidder should submit Certificate of Exclusive Distributor or Authorized Distributor for the photocopying machine, and its parts and consumables Bidders should provide a pricelist of consumables (e.g. toner/ink cartridge, drum, maintenance box, etc.) and cost per print Winning bidder shall provide training to PNU staff in machine operation Page 2 of 2	Balance Forwarded		₱146,590.00

(Total Amount in Words)	One Hundred Forty-Six Thousand Five Hundred Ninety Pesos and 00/100 only	₱146,590.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

KRIZZEL VILLAPANDO

Signature over Printed Name of Supplier

12-11-2024

Date

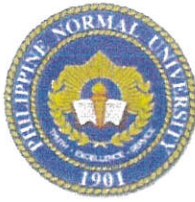
Very truly yours,

LORDINIO A. VERGARA

Vice President

Office of the Vice President for Finance and Administration

Funds Cluster:		06-05204K11-2024-12-883
Funds Available:	146,590.00	ORS/BURS No.: 12-11-2024
		Date of ORS/BURS:
	RONNIE B. PAGAL	Amount: ₱ 146,590.00
	Accountant IV	



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NOTICE TO PROCEED

December 10, 2024

Ms. KRIZZEL L. VILLAPANDO
GESCHAFT EQUIPMENT CORPORATION
384/F 100-A Set. Dr. Lazcano St.,
Brgy. Laging Handa, Quezon City
krizz.geschafcorp@gmail.com

Dear Ms. Villapando,

The attached Purchase Order having been approved, notice is hereby given to **GESCHAFT EQUIPMENT CORPORATION** that work may commence for the project: **Supply and Delivery of Various IT Equipment for the Different Units in the University for FY 2024 (Lot 5)** effective after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Chair, Bids and Awards Committee.

Very truly yours,
By Authority of the Board of Regents

BERT J. TUGA
University President

I acknowledge receipt of this Notice on (date of receipt) 12-23-2024

Name of the Representative of the Bidder: Krizzel Villapando

Authorized Signature: 