

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



Certificate Number: AJA15-0048

**BAC Resolution No. 132**  
Series of 2020

**DECLARING OTUS COPY SYSTEMS, INC. AS THE LOWEST CALCULATED RESPONSIVE BIDDER FOR THE PROJECT "RENTAL OF THIRTY FOUR (34) UNITS MULTI-FUNCTION PHOTOCOPIING MACHINES FOR A PERIOD OF ONE (1) YEAR BY THE DOLE CENTRAL OFFICE"**

**WHEREAS**, the Department of Labor and Employment (DOLE) advertised the Invitation to Bid for the above-mentioned project with an Approved Budget for the Contract (ABC) of ₱2,820,000.00 in the Philippine Government E-Procurement System (PhilGEPS), DOLE website, and conspicuous places at the DOLE's premises from 02 to 24 November 2020;

**WHEREAS**, said project is included in the approved Fiscal Year (FY) 2021 Indicative Annual Procurement Plan of the Department;

**WHEREAS**, in response to the advertisement, two (2) prospective bidders, namely: 1) Otus Copy Systems, Inc., and 2) U-Bix Corporation purchased the bidding documents from the DOLE Bids and Awards Committee (DOLE BAC) Secretariat from 12 to 16 November 2020;

**WHEREAS**, the Pre-bid Conference scheduled on 10 November 2020 was attended by two (2) bidders, namely: 1) U-Bix Corporation, and (2) Otus Copy Systems, Inc.;

**WHEREAS**, the submission and opening of bids scheduled on 24 November 2020 was attended by two (2) bidders, namely: 1) Otus Copy Systems, Inc., and (2) U-Bix Corporation. Said bidders submitted their technical and financial envelopes. After the preliminary examination, the eligibility and technical requirements of the two (2) bidders were rated as "**passed**". Hence, the BAC - Technical Working Group (BAC-TWG) opened their financial envelopes which were likewise found to be compliant and recommended for bid evaluation;

**WHEREAS**, based on the evaluation of the bids conducted by the DOLE BAC Technical Working Group on 25 November 2020, Otus Copy Systems, Inc. was declared as the Lowest Calculated Bidder per BAC Resolution No. 130, Series of 2020 for the project "**Rental of Thirty Four (34) units Multi-Function Photocopying Machines for a Period of One (1) Year by the DOLE Central Office**"

**WHEREAS**, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by **Otus Copy Systems, Inc.** its bid has been found to be responsive;

**NOW, THEREFORE**, We, the members of the DOLE Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED**:

- a. To declare **Otus Copy Systems, Inc.** as the Lowest Calculated Responsive Bidder for the project "Rental of Thirty Four (34) units Multi-Function Photocopying Machines for a Period of One (1) Year by the DOLE Central Office";
- b. To award the "Rental of Thirty Four (34) units Multi-Function Photocopying Machines for a Period of One (1) Year by the DOLE Central Office" to **Otus Copy Systems, Inc.**; and
- c. To recommend for approval by the DOLE Undersecretary the foregoing findings


**RESOLVED**, at the DOLE Building, Intramuros, Manila, this 4<sup>th</sup> day of December 2020.

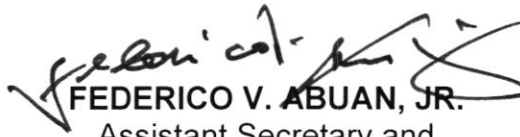
**DOLE BIDS AND AWARDS COMMITTEE**

Recommending Approval:

  
**LILY PEARL L. GUERRERO**  
OIC-Director, Administrative Service  
and Regular Member, BAC/End-user

  
**WARREN M. MICLAT**  
Director, Financial and Management  
Service and Regular Member, BAC

  
**PHILIP A. PAREDES**  
Assistant Secretary  
Concurrent Director, Legal Service and  
Vice-Chairperson, BAC

  
**FEDERICO V. ABUAN, JR.**  
Assistant Secretary and  
Chairperson, BAC

Approved:

  
**RENATO L. EBARLE**  
Undersecretary

Approved on: 21 JAN 2021