



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN

BIDS AND AWARDS COMMITTEE

BAC RESOLUTION NO. 2024-001A

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT IN ACCORDANCE WITH THE "GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING SERVICES TO BE PROCURED AND PERFORMED OVERSEAS," AS APPROVED UNDER GPPB RESOLUTION NO. 28-2017 DATED 31 JULY 2017, THE AWARD TO OFFIX CO. LTD. FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR USE OF ALL SECTIONS OF THE PHILIPPINE EMBASSY FOR THE FIRST QUARTER OF FY 2024

WHEREAS, Post is scheduled to procure various office supplies for use of all sections of the Embassy for the first quarter of FY 2024;

WHEREAS, the procurement of the office supplies with an Approved Budget for the Contract (ABC) of **Eight Hundred Thousand Japanese Yen (JPY800,000)** is included in Post's Annual Procurement Plan for 2024, chargeable against its MOOE for FY 2024;

WHEREAS, under the "*Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas,*" as approved under GPPB Resolution No. 28-2017 dated 31 July 2017, the procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out Requests for Quotations (RFQ) to at least three (3) suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;

WHEREAS, under the same Guidelines, Foreign Service Posts are no longer required to post their procurement activities on the PhilGEPs website until the corresponding facility has become available through the PhilGEPs Modernization Project, and the requirement of advertisement of procurement projects through newspapers have been dispensed with, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

WHEREAS, for the procurement of various office supplies for use of all sections of the Embassy, the Philippine Embassy requested quotations from reputable companies in Japan, namely Offix Co. Ltd., Magmax Co., Ltd., and Stationery Shop Alphanote Co., Ltd.;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **only Offix Co. Ltd. responded and submitted a lowest and responsive quotation in the amount of Seven Hundred Fifty Three Thousand Eight Hundred Ninety Six Japanese Yen Only (JPY753,896)**;

NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to resort to the mode of procurement in accordance with the "*Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas,*" as approved under GPPB Resolution No. 28-2017, and award of contract for the procurement of various office supplies, to **Offix Co. Ltd.**, in the total amount of **Seven Hundred Fifty Three Thousand Eight Hundred Ninety Six Japanese Yen Only (JPY753,896)**, including taxes and other lawful charges.

Adopted this 9th day of January 2024 in Tokyo, Japan.

on approved leave

ROBESPIERRE L. BOLIVAR
Chairperson



EVANGELINE T. ONG JIMENEZ-DUCROCQ
Vice Chairperson



CHARMAINE A. SERNA-CHUA
Member



MARY JOY B. RAMIREZ
Member



JAN KENNETH T. BOLANTE
Member

Approved:



MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 9 January 2024



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN

NOTICE OF AWARD

Date: 10 January 2024

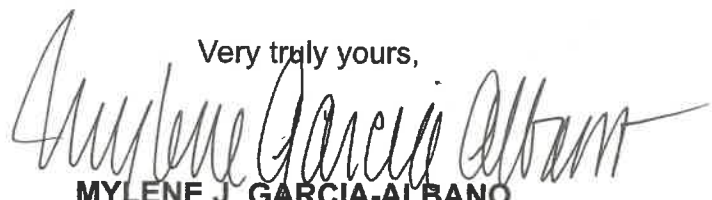
Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy in Tokyo, Japan, as contained in its Resolution No. 2024-009 dated 6 March 2024, the Philippine Embassy in Tokyo is awarding the following procurement to **Offix Co., Ltd.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of various office supplies for use in all sections of the Embassy for the first quarter of FY 2024	Seven Hundred Fifty Three Thousand Eight Hundred Ninety Six Japanese Yen Only (JPY753,896)

Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity

MR. NARUAKI NARITA

Manager, Business Section

Offix Co., Ltd.

5-12-1 Toranomom. Minato-ku, Tokyo, 105-0001



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NOTICE TO PROCEED

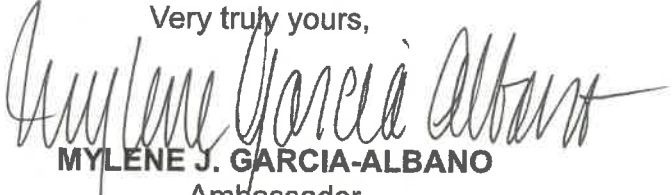
Date: 11 January 2024

Sir:

Please be informed that pursuant to the Notice of Award dated 10 January 2024, issued by the Philippine Embassy in Tokyo, **Offix Co., Ltd.** is hereby requested to provide various office supplies for use in all sections of the Embassy for the first quarter of FY 2024, **for the total amount of Seven Hundred Fifty Three Thousand Eight Hundred Ninety Six Japanese Yen Only (JPY753,896) only**, inclusive of taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Act of 2003.

Very truly yours,


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity

MR. NARUAKI NARITA

Manager, Business Section

Offix Co., Ltd.

5-12-1 Toranomom. Minato-ku, Tokyo, 105-0001