



Republic of the Philippines
Province of Davao de Oro
OFFICE OF THE GOVERNOR
BIDS AND AWARDS COMMITTEE



EXCERPT FROM THE MINUTES OF THE REGULAR MEETING OF THE BIDS AND AWARDS COMMITTEE (BAC) AND PUBLIC BIDDING HELD ON MAY 21, 2025, AT THE BAC CONFERENCE ROOM, 3RD FLOOR, EXECUTIVE BUILDING, PROVINCIAL CAPITOL COMPLEX, CABIDIANAN, NABUNTURAN, DAVAO DE ORO.

Present

- | | | |
|---|---|----------------------|
| 1 | Ms. Lara Zaphire Kristy N. Bermejo, MPA | BAC Chairperson |
| 2 | Mr. Lewis Jake G. Caiman | BAC Vice-Chairperson |
| 3 | Dr. Rolando S. Simene, MRDM | BAC Member |
| 4 | Engr. Roderick M. Digamon | BAC Member |
| 5 | Atty. Maria Cor Reyna M. Mutoc, CPA | BAC Member |

Others Present

- | | | |
|----|-------------------------------------|----------------------|
| 1 | Mr. Jenes B. Miñoza, MPA | BAC Secretariat-Head |
| 2 | Dr. Abigail A. Amores, MPM | TWG Member |
| 3 | Mr. Alvin Ross J. Gisma | TWG Member |
| 4 | Dr. Ma. Grace C. Lim, FPSMS | TWG Member |
| 5 | Mr. Joseph Randy M. Loy, RN, MMCMDR | TWG Member |
| 6 | Engr. EAV Julian M. Mahinay | TWG Member |
| 7 | Engr. Joy C. Manabat, CE, MPA, MRDN | TWG Member |
| 8 | Ms. Joyzel R. Odi, DBMIS | TWG Member |
| 9 | EnP. Marilyn A. Perlas, MExED | TWG Member |
| 10 | Ms. Cristie M. Plaza, CPA | TWG Member |
| 11 | Mr. Ronald C. Sibayan, MExEd | TWG Member |

Present Bidders

- | | | |
|---|------------------------|---|
| 1 | Ms. Danica Decena | EAH Medicine and Medical Supplies Marketing |
| 2 | Mr. Cyboon Moncana | Berovan Marketing, Inc. |
| 3 | Ms. Krissa Kadaleon | Aqua-Max Med Inc. |
| 4 | Ms. Diana P. Maglasang | Octa-Gene Systems Inc. |

RESOLUTION NO. B-2025.05.21.13

“A RESOLUTION RECOMMENDING TO THE HEAD OF THE PROCURING ENTITY (HOPE) TO AWARD PURCHASE REQUEST NO. 25-C0116 TO TOPCESS TRADING CORPORATION AS THE SINGLE CALCULATED AND RESPONSIVE BIDDER FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES UNDER BID NO. B-25-0113.”

WHEREAS, the Provincial Government of Davao de Oro advertised the Invitation to Bid for the procurement of **Supply and Delivery of Office Supplies** under Bid No. **B-25-0113** posted on its website, the PhilGEPS, and at a conspicuous place within the premises of the Provincial Government of Davao de Oro continuously for seven (7) calendar days;

WHEREAS, the BAC under Section 30 of R.A. 9184 used the nondiscretionary pass/fail criteria and conducted public bidding on April 23, 2025, which was attended by the following bidders/suppliers, to wit;

Name of Bidder	Bid Amount (As Read)	Documentary Requirement
TOPCESS TRADING CORPORATION	592,338.00	Compliant
SACCKI ENTERPRISES AND CATERING SERVICES	-----	Non-compliant

WHEREAS, given the complexity of the Goods to be procured, the Technical Working Group (TWG) will conduct a thorough technical evaluation and verification process to assess the Lowest Calculated Bidder's (LCB) qualifications and technical documentation. As mandated under Section 34.8, the TWG is required to complete the post-qualification within 12 calendar days but maybe extended up to 45 days for technical evaluation;



WHEREAS, the detailed evaluation of bids conducted on April 25, 2025, resulted in the following:

Name of Bidder	Bid Amount (As Read)	Bid Amount (As Calculated)
TOPCESS TRADING CORPORATION	592,338.00	592,338.00

WHEREAS, if the BAC determines that the bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bidder as LCRB and recommend to the HoPE the award of contract to the said bidder at its submitted bid price or its calculated bid price, whichever is lower, as stated in Section 34.4 of the IRR;

Name of Bidder	ABC	Bid Amount	% Variance from ABC
TOPCESS TRADING CORPORATION	715,354.50	592,338.00	17.20%

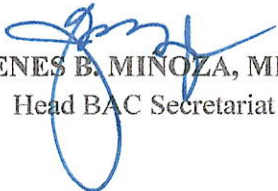
WHEREAS, upon careful examination, validation, and verification of all the eligibility, technical, and financial requirements submitted by the bidder as a Single Calculated Bid, its bid has been found to be responsive.

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

- a) To recommend to the Head of the Procuring Entity (HoPE) to award Purchase Request No. 25-C0116 to TOPCESS TRADING CORPORATION as a Single Calculated and Responsive Bidder for the procurement of Supply and Delivery of Office Supplies under Bid No. B-25-0113.

RESOLVED, FINALLY, that copies of this resolution be forwarded to the concerned offices for information, guidance, and appropriate action.

Certified true and Correct:


JENES B. MINOZA, MPA
Head BAC Secretariat

Conformed by:


LARA ZAPHIRE KRISTY N. BERMEJO, MPA
BAC-Chairperson



LEWIS JAKE G. CALIMAN
BAC -Vice Chairperson


ATTY. MARIA CORREYNA M. MUTOC, CPA
BAC Member


RODERICK M. DIGAMON, CE
BAC Member


ROLANDO S. SIMENE, DVM, MRDM
BAC Member

Action Taken: Approved/Disapproved


DOROTHY P. MONTEJO-GONZAGA
Governor
Head of the Procuring Entity
Approved on _____