

31 January 2025

MR. JOMAR RAGEL

Authorized Representative
e-Copy Corporation
65 Sen. Gil Puyat Ave.
Makati City
jomsragelecopy@gmail.com

Notice of Award


Dear **Mr. Ragel**:

This is to inform you that your bid which was opened on 23 December 2024 for the **Provision of Photocopying Service for the Department of Trade and Industry (DTI) (Bidding No. 24-052)** for the amount of **Five Million Five Hundred Thousand Pesos (Php5,500,000.00)**, is hereby accepted, subject to the approval of your contract. You may coordinate with **Director Joel R. Cruz** of the Human Resource and Administrative Service (HRAS) of this Department for the implementation of this project.

You are hereby required to provide within ten (10) days from receipt hereof the performance security in the form and in the amount prescribed by Section 39 of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", and its implementing rules and regulations, as well as enter into a contract with DTI. Failure to provide the performance security or to enter into contract shall constitute sufficient ground for cancellation of the award and forfeiture of the bid security. You must submit the performance bond to the DTI-BAC Secretariat at G/F Trade and Industry Building, 361 Sen. Gil Puyat Avenue, Makati City.

Congratulations, and we look forward to a mutually beneficial working relationship with **e-Copy Corporation**.

Very truly yours,



ATTY. AGATON TEODORO O. UVERO
Assistant Secretary
Head of Procuring Entity

Conforme: _____
Date: _____

BIDS AND AWARDS COMMITTEE

BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 281, s. 2024

A RESOLUTION RECOMMENDING AWARD TO E-COPY CORPORATION FOR THE PROVISION OF PHOTOCOPYING SERVICE FOR THE DEPARTMENT OF TRADE AND INDUSTRY (DTI) (BIDDING NO. 24-052)

WHEREAS, the Department of Trade and Industry – Bids and Awards Committee (DTI-BAC) conducted an Early Procurement for the **Provision of Photocopying Service for the Department of Trade and Industry (DTI)**, pursuant to the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), with an Approved Budget for the Contract of **Five Million Five Hundred Thousand Pesos (PhP5,500,000.00)** with Purchase Request No. 82409;

WHEREAS, the DTI-BAC caused the mandatory publication/posting of the invitation to bid for the said project on the following channels as prescribed by the IRR of RA 9184: PhilGEPS website, DTI website as well as in conspicuous places within and outside DTI premises;

A copy of the PhilGEPS posting is hereto attached, marked as Annex “A”, and made an integral part hereof;

WHEREAS, the DTI-BAC conducted the Pre-Bidding Conference on 27 November 2024, using the Zoom video conferencing platform, in accordance with GPPB Resolution No. 09-2020, attended by the following bidders:

- 1. E-Copy Corporation; and**
- 2. Otus Copy Systems, Inc.;**

A copy of the minutes of the meeting is hereto attached, marked as Annex “B”, and made an integral part hereof;

WHEREAS, the DTI-BAC issued Bid Bulletin Nos. 1, 2 and 3 to announce the amendment in the bidding document prior to the opening of bids;

A copy of Bid Bulletin Nos. 1, 2 and 3 are hereto attached, marked as Annex “C”, and made an integral part hereof;

WHEREAS, one (1) bid was received before the deadline on 23 December 2024 from **e-Copy Corporation**;

WHEREAS, the DTI-BAC opened the bids on 23 December 2024, using the mandatory principle of “pass/fail” or the presence/absence of eligibility and

27th day of December 2024

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BIDS AND AWARDS COMMITTEE

technical documents, the DTI-BAC provisionally declared **e-Copy Corporation** as **eligible** for having submitted the complete documents;

WHEREAS, upon preliminary evaluation of the technical and financial proposals submitted by the bidder, the same were found to be compliant, to wit:

NAME OF BIDDER	E-COPY CORPORATION
Total Amount of Bid as Read	PhP5,500,000.00
Total Amount of Bid as Calculated	PhP5,500,000.00
Form of Bid Security	Bid Securing Declaration
Validity Period	120 days
Sufficient / Insufficient	Sufficient

The copies of the Minutes of the Meeting and Abstract of Bids are hereto attached, marked as Annex "D" and "E", and made an integral part hereof;

WHEREAS, pursuant to Sec. 34.1 of the Revised Implementing Rules and Regulations of RA 9184, and in order to conduct the Post Qualification, "Notice of Single Calculated Bid" was sent to and received by **e-Copy Corporation** on 23 December 2024;

A copy of the Notice is hereto attached, marked as Annex "F", and made an integral part hereof;

WHEREAS, an on-site post-qualification was conducted to **e-Copy Corporation** at their company office in Makati City on 26 December 2024;

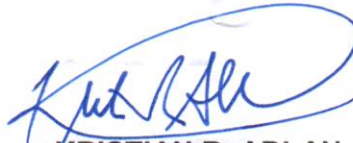
A copy of the post-qualification report is hereto attached, marked as Annex "G", and made an integral part hereof;

WHEREAS, upon careful examination, validation and verification of the following: (1) eligibility documents, (2) technical and financial proposals, (3) evaluation of the end-user, and (4) evaluation of the company site, the bid submitted **e-Copy Corporation**, was found to be responsive and compliant.


NOW, THEREFORE, we the Members of the Bids and Awards Committee resolve as it is hereby resolved:

1. To declare **e-Copy Corporation** as the bidder with the **Single Calculated and Responsive Bid** for the **Provision of Photocopying Service for the Department of Trade and Industry (DTI)**; and
2. To recommend to the Head of Procuring Entity (HOPE) to award the said project to **e-Copy Corporation** at a contract price of **Five Million Five Hundred Thousand Pesos (PhP5,500,000.00)**; and
3. This is an early procurement subject to approval and release of the approved FY 2025 GAA.

RESOLVED at Makati City this 27th day of December 2024.



KRISTIAN R. ABLAN
Assistant Secretary
Chairperson



Digitally signed by
Cruz Joel
Reyes
JOEL R. CRUZ
Director
Vice-Chairperson



Digitally signed
by Maria
Asuncion
Cruzada
MARIA ASUNCION H. CRUZADA
Director
Member



ROBERT ALVIN T. ARCEO
Director
Member



Catajay Neil
Pinuela
NEIL P. CATAJAY
Director
Member

Approved by:



ATTY. AGATON TEODORO O. UVERO
Assistant Secretary
Head of Procuring Entity