July 31, 2015

DR. TIRSO A. RONQUILLO  
President  
This University  

Dear Sir:

Respectfully submitting for your approval the Resolution of the BAC for the project "Procurement of Photography Services for 2015 Graduates" specifically recommending the award of the project to Andy's Studio resolved at the BAC Office, Ground Floor ITE Building, Main Campus I on March 19, 2015.

Respectfully yours,

DR. JESSIE A. MONTALBO  
BAC Chairman

Approved:

Approved as per Board Resolution No. 151, S. 2015 of BatStateU Board of Regents

DR. TIRSO A. RONQUILLO  
University President
BAC Resolution Declaring SCRB and Recommending Approval for the project
"Procurement of Photography Services for 2015 Graduates"

WHEREAS, as part of the income generating project of the university to support its entrepreneurial activities, and to provide additional services to the students particularly the graduating students, the project for photography services was proposed wherein the availing of the students will be on voluntary basis pursuant to the CHED Memorandum Order No. 4 series of 2005.

WHEREAS, the Bids and Awards Committee prepared the Project Procurement Management Plan (PPMP) and submitted it together with the project proposal including the equipment to be procured, line budget item and its corresponding specifications and Certificate of Availability of Funds to the Office of the Board Secretary for approval by the Committee on Finance;

WHEREAS, the Project Procurement Management Plan (PPMP) has been approved by the Committee on Finance of the BatStateU Board of Regents during its Meeting March 10, 2015 at Conference Room, International Affairs Office, Batangas State University, Batangas City;

WHEREAS, the PPMP has been approved by the BatStateU Board of Regents during its 45th Regular Meeting done on March 19, 2015 at CHED Conference Room, HEDC Building, UP Diliman Quezon City;

WHEREAS, the Bids and Awards Committee advertised the Invitation to Bid for the project "Procurement of Photography Services for 2015 Graduates", posted on the PhilGEPS website, University website and on conspicuous place at the premises of the Batangas State University from March 30, 2015 until April 24, 2015 with an Approved Budget for the Contract (ABC) of Seven Hundred Fifty Four Thousand Six Hundred Pesos (Php 754,600.00);

WHEREAS, on the same date, the Bidding Documents for the project was posted in PhilGEPS from March 30, 2014 to April 24, 2015 and in the university website giving all interested bidder the opportunity to view and study the project requirements and specification;

WHEREAS, in response to said advertisement four (4) bidders appeared in the PhilGEPS Document Request List but only one (1) of them purchased the bidding documents, to wit: ANDYS STUDIO;

WHEREAS, on April 6, 2015, a notice of pre-bid conference was issued to the members of the BAC and to enhance the transparency of the bidding process, the BAC invited in writing observers from COA, Philippine Chamber of Commerce and Industry and Non-government organization;

WHEREAS, on April 10, 2015, a pre-bid conference attended by one (1) prospective bidder who purchased bidding documents was conducted to make clarification on any part of the bidding documents, give information on how Batangas State University BAC conduct competitive bidding process and address bidder’s questions on technical and schedule of requirements of the project. None of the invited observers were able to attend the pre bid conference;

WHEREAS, on April 22, 2015, a notice of bid opening was issued to the members of the BAC and to enhance the transparency of the bidding process, the BAC invited in writing observers from COA, Philippine Chamber of Commerce and Industry and Non-government organization;

WHEREAS, on April 24, 2015, the bid opening presided by the BAC Chairman was conducted and witnessed by members of the BAC, the BAC Secretariat, and representatives of the bidder participating in the project. Representative from Philippine Chamber of Commerce and Industry attended the bid opening;

WHEREAS, one (1) bidder submitted their bid and passed the preliminary examination;
Table 4. Bid Prices (as Read Out)

<table>
<thead>
<tr>
<th>Bidder Identification/Name</th>
<th>Bid as Read Amount (Php)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDY'S STUDIO</td>
<td>754,600.00</td>
</tr>
</tbody>
</table>

WHEREAS, on the same day, the BAC conducted a detailed evaluation of bid using non-discretionary criteria considering completeness of bid, computational errors and omissions, and application of Value Added Tax (VAT) that resulted to the following:

<table>
<thead>
<tr>
<th>Bidder Identification/Name</th>
<th>Bid as Calculated Amount (₱)</th>
<th>% Variance from ABC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDY'S STUDIO</td>
<td>754,600.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

WHEREAS, May 7, 2015, based on the documents submitted by the TWG, after verification and validation of the SCBs stated competence and experience, as well as checking the performance of the SCB in its on-going government and private contracts, the bidders, Andy's Studio was found to be complying and declared as responsive bid;

WHEREAS, May 8, 2015, BAC notified Andy's Studio informing that they have been declared as the Single Calculated Bid (SCB) and is required to submit within three (3) calendar days the post qualification requirements, such as 1) Tax Clearance; 2) Latest Income and Business Tax Returns; and 3) Certificate of PhilGEPS Registration;

WHEREAS, on the same day, Andy's Studio submitted the post qualification documents;

WHEREAS, further examination of the documentary evidence of the bidder's qualifications submitted pursuant to ITB Clauses 12 and 13, as well as ITB Clause 29.2 and with the recommendations of the TWG, the BAC unanimously rated Andy's Studio "passed" and complying with all the criteria for post qualification;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED, based on the foregoing findings:

a) To declare Andy's Studio as the Bidder with the Single Calculated and Responsive Bid for the project Procurement of Photography Services for 2015 Graduates; and

b) To recommend for approval by the Chairman and Members of the BatStateU Board of Regents the award of the project to Andy's Studio.

RESOLVED, at the BAC Office, Ground Floor, ITE Building, Main Campus I, this 11th day of May, 2015.

Approved for Recommendation to the Board of Regents of BatStateU through the University President:

[Signature]
Dr. Jessie A. Montalbo
BAC Chairman

[Signature]
Engr. Rogelio A. Antenor
Vice-Chairman

[Signature]
Atty. Eugenio E. Valdez
BAC Member
Batangas State University
Batangas City

Dr. Leonila V. Antonio
BAC Member

Atty. Luzviminda C. Rozales
End User

Engr. Enrico M. Dalangin
BAC Member

Mr. Inezio H. Sistiague
Test

Attested by:

Mr. Marcelo J. Agustin
BAC Secretariat