



**Philippine Rice Research Institute**

Bicol Branch Station  
Brgy. Batang, Ligao City, 4504, Albay

Quality Rice. Quality Life.

**BAC RESOLUTION RECOMMENDING THE METHODS OF PROCUREMENT  
FOR VARIOUS PROCUREMENT TRANSACTIONS OF DA-PHILRICE BICOL AS REFLECTED  
IN THE 2022 ANNUAL PROCUREMENT PLAN**

**BAC RESOLUTION No. 01  
Series of 2022**

WHEREAS, with the aim to streamline the process and the documentary requirements, this BAC Resolution shall cover all procurement transactions of DA-PhilRice Bicol as reflected in the 2022 Annual Procurement Plan, the following are the recommend methods of procurement:

1. **Section 10. Competitive or Public Bidding** for all transactions above One Million Pesos (Php 1,000,000.00) including the procurement of Security Services for DA-PhilRice Bicol and DA-PhilRice Samar Satellite Station;
2. **Section 50. Direct Contracting** for the procurement of public of the services (water, electricity, internet & postpaid plan), purchase of supplies or consumables which are exclusively carried by a specific supplier, no alternative can be obtained and thus procuring the same brand shall maintain the performance, functionality and useful life of the equipment;
3. **Section 52.1 (a) shopping** when there is an unforeseen contingency requiring immediate purchase not exceeding Two Hundred Thousand Pesos (Php 200,000.00)
4. **Section 52.1 (b) Shopping** for the procurement of regular office supplies and equipment, including regular items that are deemed necessary in the day-to-day transactions/operations of DA-PhilRice Bicol and not available in the DBM-PS for purchases not to exceed One Million Pesos (Php 1,000,000.00)
5. **Section 53.5 Agency to Agency** for the procurement of goods and services from another government agency, procurement of supplies, materials and equipment from DBM-PS; analytical services where the service provider is another government agency, procurement of accountable forms, payment of taxes and insurance premiums from GSIS and bureau of Treasury, postage and stamps and other postal services, LTO registration and the like;
6. **Section 53.9 Small Value Procurement** for a) goods not covered by shopping under Section, and b) infrastructure projects not covered by Section 53.7 but not exceeding One Million Pesos (Php 1,000,000.00);
7. **Section 53.10 Lease of Real Property and Venue.** Lease of Real property and venue for official use, subject to Annex "H" of IRR.
8. **Section 53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets** for the direct retail purchase of (i) petroleum fuel, oil and lubricant (POL) products; and (ii) airline tickets may be made by end-users delegated to procure the same from identified direct suppliers or service providers.

CERTIFIED COPY for  
PR-RCP22-02-0024

WHEREAS, in all instances and in the various proposed methods of procurement, the most advantageous price for the government must always be obtained;

IAN STALLONE G. PALIMA

BAC Secretariat, DA-PhilRice Bicol

*A food-secure and resilient Philippines*

*Multi-empowered and prosperous farmers and fisherfolk*



PhilRice Bicol, Batang, Ligao City, 4504 Albay, Philippines

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Website: [www.philrice.gov.ph](http://www.philrice.gov.ph) | [www.riceinfo.gov.ph](http://www.riceinfo.gov.ph) | Liaison Office: 3<sup>rd</sup> Flr, A71 Bldg, Elliptical Road, Diliman, Quezon City | Tel: (02) 920-5129





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WHEREAS, the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue is being delegated to the Procurement Management Unit, end-user unit may be allowed to assist in cases where urgent action is needed;

WHEREAS, the delegation for the procurement under Section 53.14 is hereby given to Procurement Management Unit (POL) and End-User Unit (for airline tickets);

WHEREAS, all procurement must be in accordance with RA 9184 and the 2016 Revised Implementing Rules and Regulations;

WHEREAS, all other methods or procurement not mentioned in this resolution shall be required to have a separate BAC Resolution and approval of the Branch Director;

**NOW THEREFORE**, We the Members of the Bids and Awards Committee do hereby **RESOLVES** as it is hereby **RESOLVED**:

- To **RECOMMEND** the **METHODS OF PROCUREMENT** that the BAC and the Procurement Management Unit shall use for the procurement transaction of DA-PhilRice;
- To **DELEGATE** the **AUTHORITY** to the **Procurement Management Unit** to conduct procurement using Alternative Methods of Procurement;
- To make sure that **ALL PROCUREMENT** is in accordance RA 9184 and the 2016 Revised IRR;
- That the **MOST RESPONSIVE; ADVANTAGEOUS** and **COMPLIANT OFFER** must be obtained at all times;
- To **RECOMMEND** for approval by the Branch Director this foregoing resolution.

RESOLVED this 18<sup>th</sup> day of January 2022

  
**RONA T. DOLENTAS**  
Chairperson


  
**MELANIE AILEEN C. DE PERALTA**  
Vice Chairperson

  
**GIAN CARLO C. ENOIT**  
Member


  
**NIEL P. DE LA TORRE**  
Member

  
**JEAN ROCHIE F. MIRANDILLA**  
Member

APPROVED:

  
**VICTORIA C. LAPITAN**  
Director I, DA-PhilRice Bicol

CERTIFIED COPY for  
PR-RCP22-02-0024

  
**IAN STALLONE G. PALIMA**  
BAC Secretariat, DA-PhilRice Bicol

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PhilRice Bicol, Batang, Ligao City, 4504 Albay, Philippines

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Website: [www.philrice.gov.ph](http://www.philrice.gov.ph) Liaison Office: 3<sup>rd</sup> Flr., ATI Bldg., Elliptical Road, Diliman, Quezon City Tel: (02) 920-5129





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## NOTICE OF AWARD

March 01, 2022

**MS. ANALYN GALVAN CUA**

Proprietress

CLAIRE'S RESTO & CATERING

Brgy. Dunao, Ligao City

Dear Ms. Cua:

We are pleased to inform you that your quotation for RFQ Reference Number 8460074, **Food Ordering of DA-PhilRice-Bicol (RCEP) for Various Meetings, Seminars and Workshops in the station from February to June 2022** with corresponding bid price of **Two Hundred Twenty-Six Thousand Pesos and 00/100 (Php 226, 000.00)** has been determined to be the lowest calculated and responsive quotation.

We shall send an approved Purchase Order for the said project at the soonest possible time.

Please acknowledge receipt of this Notice by signing the conforme portion in the space provided below and refax or email back to us. For any queries, please coordinate with DA-PhilRice Bicol Procurement Management Unit (PMU) at telephone number **0999-456-9548** or Email at [bclbac.secretariat@mail.philrice.gov.ph](mailto:bclbac.secretariat@mail.philrice.gov.ph)

Thank you very much.

Very truly yours,

**VICTORIA C. LAPITAN**

Director I, DA-PhilRice Bicol

Conforme:

  
**ANALYN G. CUA**

SIGNATURE OVER PRINTED NAME

**CLAIRE'S RESTO & CATERING**

**03-01-22**

Date and Time of Receipt

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with empowered and prosperous farmers and fisherfolk*



PhilRice Bicol, Batang, Ligao City, 4504 Albay, Philippines

Email: [pmu.areas@philrice.gov.ph](mailto:pmu.areas@philrice.gov.ph), [bicol.station@philrice.gov.ph](mailto:bicol.station@philrice.gov.ph) • Cell: 0918-9467439/09176230741 • PhilRice Text Center: 0917-1117423  
Website: [www.philrice.gov.ph](http://www.philrice.gov.ph) | [www.pinoyrice.com](http://www.pinoyrice.com) • Liaison Office: 3<sup>rd</sup> Flr, ATI Bldg., Elliptical Road, Diliman, Quezon City • Tel: (02) 920-5129





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## NOTICE TO PROCEED

March 02, 2022

**MS. ANALYN GALVAN CUA**  
Proprietress  
**CLAIRE'S RESTO & CATERING**  
Brgy. Dunao, Ligao City

Dear Ms. Cua:


The attached **PO-RCP22-03-0008** having been approved, notice is hereby given to **CLAIRE'S RESTO & CATERING**, that contract may commence immediately after receipt of this Notice.

In relation thereto, you are hereby responsible for supplying and completing delivery of the items under the terms and conditions of the PO.

Please acknowledge receipt and acceptance of this notice by signing the space provided below. Keep a copy and return a signed copy thru fax, email or courier to the DA-PhilRice Bicol Procurement Management Unit (PMU) at telephone number **0999-456-9548** or Email at [bclbac.secretariat@mail.philrice.gov.ph](mailto:bclbac.secretariat@mail.philrice.gov.ph)

Thank you very much.

Very truly yours,

  
**VICTORIA C. LAPITAN**  
Director I, DA-PhilRice Bicol

## ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on:

03-02-22

Name of the Representative of the Bidder:

ANALYN G. CUA

Authorized Signature:



*A food-secure and resilient Philippines  
with empowered and prosperous farmers and fisherfolk*



**PhilRice Bicol, Batang, Ligao City, 4504 Albay, Philippines**

Email: [philrice@philrice.gov.ph](mailto:philrice@philrice.gov.ph), [bicol.station@philrice.gov.ph](mailto:bicol.station@philrice.gov.ph) • Cell: 0918-9467439/09176230741 • PhilRice Text Center: 0917-1117423  
Website: [www.philrice.gov.ph](http://www.philrice.gov.ph) | [www.pinarayrice.com](http://www.pinarayrice.com) • Liaison Office: 3<sup>rd</sup> Flr. ATI Bldg., Elliptical Road, Diliman, Quezon City • Tel: (02) 920-5129



### PURCHASE ORDER

Supplier	CLAIRE'S RESTO & CATERING	PO No	PO-RCP22-03-0008
Address	Brgy. Dunao, Ligao City	Date	03/02/22
TIN	Non-Vat: 931-017-064-000	Mode of Procurement	Small Value Procurement

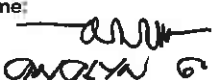
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

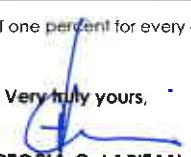
Place of Delivery	DA-PhilRice Bicol	Delivery Term	N/A
Date of Delivery	February to June 2022	Payment Term	Check, Monthly

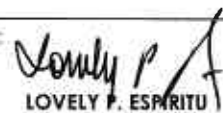
Item Code	Item Description	Unit	Qty	Cost	Amount
	Food Ordering of DA-PhilRice-Bicol (RCEP) for Various Meetings, Seminars and Workshops in the station from February to June 2022	lot	1	226,000.00	226,000.00
	Special Meals	pax	500	148.00	
	1 natural juice drink/coffee, 1 water, 1 dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad				
	Regular Meals	pax	400	115.00	
	1 natural juice drink/coffee/1 water, 1 rice, 1 meal or seafood dishes, 1 vegetable, 1 dessert/fruit,				
	Special Snacks	pax	1,000	74.00	
	1 natural juice/coffee, 1 water, 1 bread/noodle or pasta dish/native cakes/others, 1 fruit/dessert				
	800 Regular Snacks	pax	800	40.00	
	1 natural juice/coffee/water, 1 bread/noodle or pasta dish/native cakes/others				
	NOTE:				
	*Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no softdrinks.				
	*Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event.				
	*Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity				
	*Additional Requirement: Company's Profile and Sanitary and Health Permit				
	*The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired				
	*The bid price submitted by the winning bidder shall not be increased during the duration of the contract.				
	*Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks)				
	***nothing follows***				

Amount in Words	Two Hundred Twenty-Six Thousand Pesos and 00/100	226,000.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:   
**CLAYN G. CHA**  
Signature over Printed Name of Supplier  
**03-02-22**  
Date

Very truly yours,  
  
**VICTORIA C. LAPITAN**  
Authorized Official  
**3/2/22**  
Date

Funds Available:  <b>LOVELY P. ESPRITU</b> Accountant II <b>3/2/22</b> Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ORS NO.</td> <td></td> </tr> <tr> <td>ORS DATE</td> <td></td> </tr> <tr> <td>AMOUNT</td> <td></td> </tr> </table>	ORS NO.		ORS DATE		AMOUNT	
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