



## 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-RCP22-02-0021

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

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with 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.phovrice.com](http://www.phovrice.com) • Liaison Office: 3<sup>rd</sup> Flr, ATI 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);

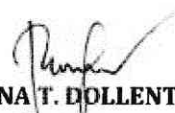
WHEREAS, all procurement must be in accordance with RA 9184 and the 2016 Revised Implementing Rules and Regulations;

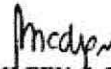
WHEREAS, all other methods or procurement not mentioned in this resolution shall be required to have a separate BAC Resolution and approval of the Branch Director;

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

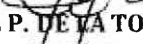
- To **RECOMMEND** the **METHODS OF PROCUREMENT** that the BAC and the Procurement Management Unit shall use for the procurement transaction of DA-PhilRice;
- To **DELEGATE** the **AUTHORITY** to the **Procurement Management Unit** to conduct procurement using Alternative Methods of Procurement;
- To 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. ENOTT**  
Member


  
**NIEL P. DE LA TORRE**  
Member

  
**JEAN ROCHELLE F. MIRANDILLA**  
Member

APPROVED:

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

CERTIFIED COPY for  
PR-RCP22-02-0021

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

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Website: [www.philrice.gov.ph](http://www.philrice.gov.ph) | [www.bicolrice.com](http://www.bicolrice.com) Liaison Office: 3<sup>rd</sup> Flr, AT1 Bldg., Elliptical Road, Diliman, Quezon City Tel: (02) 920-5129





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## NOTICE OF AWARD

9 March 2022

### PRINCESS E. GALVAN

Proprietor

Emergency Disaster & Crisis (EDC) Solution

Mabini St., Tinago, Ligao City, Albay

Dear Ms. Galvan:

We are pleased to inform you that your quotation for PhilGEPS RFQ Reference Number 8481022, **Supply and Delivery of Various Drugs and Medicines** with corresponding bid price of **FIFTY-SEVEN THOUSAND ONE HUNDRED NINETY-FIVE PESOS AND 00/100 (Php 57,195.00)** has been determined to be the lowest calculated and most responsive bid.

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 the Supply and Property Office at telephone number 0999-456-9548.

Thank you very much.

Very truly yours,

**VICTORIA C. LAPITAN**

Director, PhilRice Bicol

Conforme:

  
PRINCESS E. GALVAN

SIGNATURE OVER PRINTED NAME

**Emergency Disaster & Crisis (EDC) Solution**

3-9-22

Date and Time of Receipt

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

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## NOTICE TO PROCEED

11 March 2022

### PRINCESS E. GALVAN

Proprietor

Emergency Disaster & Crisis (EDC) Solution

Mabini St., Tinago, Ligao City, Albay

Dear Ms. Galvan:

The attached Purchase Order (PO) number **PO-RCP22-03-0011** having been approved, notice is hereby given to Emergency Disaster & Crisis (EDC) Solution, that contract may commence upon 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 Philippine Rice Research Institute, Supply and Property Office with Tel. 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, PhilRice Bicol

## ACKNOWLEDGEMENT

I acknowledge receipt of this Notice on: 3-11-22

Name of the Representative of the Bidder:

PRINCESS E. GALVAN

Authorized Signature: [Signature]

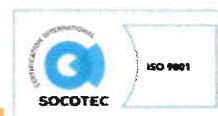
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Philippine Rice Research Institute - Bicol  
Brgy. Batang, Ligao City  
Telefax (044) 456-0415 to 0426 Loc 208, Phone: (044) 456-0403

### PURCHASE ORDER

|          |   |                     |                         |
|----------|---|---------------------|-------------------------|
| Supplier | EMERGENCY DISASTER AND CRISIS (EDC) SOLUTION    | PO No               | PO-RCP22-03-0011        |
| Address  | Mabini, St., Subd. I, Tinago, Ligao City, Albay | Date                | 03/11/22                |
| TIN      | Non-VAT Reg. TIN: 315-865-050-000               | 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  | Within 15 Days upon receipt of PO | Payment Term  | Check, 15-30 Days |

| Item Code | Item Description  | Unit  | Qty   | Cost | Amount    |
|-----------|---|-------|-------|------|-----------|
|           | Vitamin C, Sodium Ascorbate, 500 mg, (Brand: C-Gen)                                       | piece | 13870 | 3.50 | 48,545.00 |
|           | Paracetamol, 10mg/500mg/tablet, (Brand: Alagesic)   | piece | 600   | 4.00 | 2,400.00  |
|           | Phenylephrine hydrochloride, chlorphenamine maleate, paracetamol, 500mg, (Brand: Symeril) | piece | 500   | 7.50 | 3,750.00  |
|           | Ibuprofen Capsules, 200mg, (Brand: Ibufen)  | piece | 200   | 3.50 | 700.00    |
|           | Cetirizine, Hydrochloride, 10mg/tablet, (Brand: Ceticit)                                  | piece | 200   | 5.00 | 1,000.00  |
|           | Loperamide Hydrochloride 2mg, (Brand: Datab)  | piece | 200   | 4.00 | 800.00    |
|           | ***nothing follows***   |       |       |      |           |

|                 |   |           |
|-----------------|---|-----------|
| Amount in Words | Fifty-Seven Thousand One Hundred Ninety-Five Pesos and 00/100 | 57,195.00 |
|-----------------|---|-----------|

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:

PRINCESS E. CALUAN  
Signature over Printed Name of Supplier

3-11-22  
Date

Very truly yours,

VICTORIA C. LAPITAN  
Authorized Official

3/11/22  
Date

Funds Available:

LOVELY P. ESPIRITU  
Accountant II  
3/11/22  
Date

ORS NO.

ORS DATE

AMOUNT

