



**BAC Resolution No. 010, series of 2026
(By Referendum)**

BAC RESOLUTION ON DECLARATION OF LOWEST CALCULATED AND RESPONSIVE BID (LCRB) OF MULTIBIZ INTERNATIONAL CORPORATION	
BIDDING NO.: IB25-419834-05	TITLE/DESCRIPTION: Category per RA12009: <input checked="" type="checkbox"/> GOODS <input type="checkbox"/> INFRA/WORKS <input type="checkbox"/> CONSULTING
APPROVED BUDGET FOR THE CONTRACT (ABC): PHP3,300,000.00	"ONE (1) LOT -PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST"
BUDGET UTILIZATION SLIP NO.: PP25090446	

- 01. WHEREAS**, on 05 November 2025 (Wednesday), the Bids and Awards Committee, as per *Special Order No. 2025-118*, posted an Invitation to Bid¹ at DAP Website, PhilGEPS Website, DAP-Pasig designated areas, and DAP Official Social Media Pages for the above-stated transaction, sent an Invitation to six (6) Observers, and directly invited six (6) Prospective Bidders, through email, to participate in the Competitive Bidding;
- 02. WHEREAS**, three (3) prospective bidders sent their Letters of Intent through email, namely: **[1]** I-Connect Systems Integration, Inc., **[2]** Multibiz International Corporation, and, **[3]** Otus Copy System, Inc.;
- 03. WHEREAS**, on 12 November 2025 (Wednesday), the Pre-Bid Conference was conducted at DAP Building, Pasig City, wherein three (3) Prospective Bidders attended the Pre-Bid Conference, namely: **[1]** Integrated Computer Systems Inc., **[2]** Multibiz International Corporation, and, **[3]** Otus Copy System, Inc.;
- 04. WHEREAS**, among the Prospective Bidders who attended the Pre-Bid Conference and viewed the PhilGEPS Posting, only two (2) bidders bought the Official Bidding Documents (OBD), they are as follows:

Bidders	OR No.	Date	Amount
01. OTUS COPY SYSTEM, INC	42783	27-Nov-25	₱3,000.00
02. MULTIBIZ INTERNATIONAL CORP.	42792	27-Nov-25	₱3,000.00

- 05. WHEREAS**, on 03 December 2025 (Wednesday), the BAC conducted the Submission and Opening of Bids at 6B/F OD Corpuz 2, DAP Building, DAP Pasig City,
 - 1) OTUS COPY SYSTEM, INC.** submitted on **03 December 2025** at exactly **9:20 AM**; and,
 - 2) MULTIBIZ INTERNATIONAL CORP.** submitted on **03 December 2025** at exactly **9:29 AM**;

¹ Annex "A" – Invitation to Bid

06. **WHEREAS**, the Abstract of Bids as read² during the Submission and Opening of Bids were as follows: the results of the Submission and Opening of Bids are as follows, bid with the bid opening sequence based on the time of submission of the bidders' respective bids:

BIDDERS	TECHNICAL COMPONENTS, including Eligibility Documents	FINANCIAL COMPONENTS
OTUS COPY SYSTEM, INC.	PASSED	PASSED PHP2,850,000.00
MULTIBIZ INTERNATIONAL CORP.	PASSED	PASSED PHP1,224,000.00

07. **WHEREAS**, on 05 December 2025 (Friday), the TWG conducted the Bid Evaluation in accordance with Section 32 of the 2016 Revised Implementing Rules and Regulations of RA 9184, and a TWG Memorandum³ was submitted to the BAC on the Result of the Detailed Bid Evaluation of the Financial Component of and the TWG recommending **MULTIBIZ INTERNATIONAL CORP.** as the **Lowest Calculated Bid (LCB)** with a total bid amount of **ONE MILLION TWO HUNDRED TWENTY-FOUR THOUSAND PESOS (P1,224,000.00)**;

08. **WHEREAS**, the Abstract of Bids as calculated during the Bid Evaluation are as follows:

PARTICULAR	NAME OF BIDDER	
	MULTIBIZ INTERNATIONAL CORP.	OTUS COPY SYSTEM, INC.
Amount of Bid per Bid Form (FC01)	₱1,224,000.00	₱2,850,000.00
Amount of Bid as Calculated	₱1,224,000.00	₱2,850,000.00
Remarks	PASSED	PASSED
Ranking of Bid	1 st - LOWEST CALCULATED BID (LCB)	2 nd

09. **WHEREAS**, on 05 December 2025 (Monday), the BAC issued a Notice of Lowest Calculated Bid⁴ to **MULTIBIZ INTERNATIONAL CORP.**;

10. **WHEREAS**, on 17 December 2025 (Wednesday), the BAC-TWG requested an Extension on the Post-Qualification Process for **MULTIBIZ INTERNATIONAL CORP.** submitted bid until 19 January 2026 (Monday);

² Annex "B" – Abstract of Bids

³ Annex "C" – Memorandum to the BAC signed by the TWG Chairperson re: Result of Detailed Bid Evaluation

⁴ Annex "D" – Notice of Lowest Calculated Bid

11. **WHEREAS**, on 17 December 2025 (Wednesday), HoPE approved the request⁵ for the BAC-TWG on Extension of the Post-Qualification Process for **MULTIBIZ INTERNATIONAL CORP.** until 19 January 2026 (Monday);
12. **WHEREAS**, on 22 December 2025 (Monday) until 16 January 2026 (Friday), the TWG conducted the Post-Qualification for **MULTIBIZ INTERNATIONAL CORP.** and did an item-by-item assessment on the checklist rated as "**PASSED**" during the Submission and Opening of Bids;
13. **WHEREAS**, on 16 January 2026 (Friday), the Technical Working Group (TWG) Chairperson submitted a Memorandum⁶ to the Bids and Awards Committee (BAC) Chairperson, recommending: (a) the declaration of the bid submitted by **MULTIBIZ INTERNATIONAL CORP.** as "**FAILED**" and "**POST-DISQUALIFIED**" due to non-compliance with the technical requirement under Item "TC06" – Bid Security, specifically for the reason that the name of the procuring entity indicated in the submitted surety bond was incorrect and did not correspond to the official name of the Development Academy of the Philippines (DAP); and (b) the declaration of the bid submitted by **OTUS COPY SYSTEM, INC.** as the Second Lowest Calculated Bid (2nd LCB) and, consequently, subject to Post-qualification;
14. **WHEREAS**, on 20 January 2026 (Tuesday), the BAC issued a Notice of Post-Disqualification to **MULTIBIZ INTERNATIONAL CORP.**, and, correspondingly, issued a Notice declaring **OTUS COPY SYSTEM, INC.** as the Second Lowest Calculated Bid (2nd LCB), thereby initiating its post-qualification evaluation;
15. **WHEREAS**, on 22 January 2026 (Thursday), **MULTIBIZ INTERNATIONAL CORP.** formally filed a Request for Reconsideration (RR) of its post-disqualification, contesting its alleged non-compliance with the technical requirement under Item "TC06" – Bid Security, during the post-qualification stage;
16. **WHEREAS**, on 28 January 2026 (Wednesday), the TWG Chairperson submitted a Memorandum⁷ to the BAC Chairperson, recommending that the Request for Reconsideration filed by **MULTIBIZ INTERNATIONAL CORP.** be **GRANTED**, after due evaluation and verification of the issues raised therein due to the law dictates in Section 52.2 of the IRR of RA12009 that a bidder shall submit a Bid Securing Declaration **or** any one form of bid security, **MULTIBIZ INTERNATIONAL CORP.** achieved compliance by submitting **three (3) documents** as part of its bid security. Although one surety bond contained an incorrect procuring entity name, the bidder exceeded the minimum requirement by providing multiple forms of security declaration. Therefore, TWG finds that since valid security was provided in the correct amount, the discrepancy in the name is a formal clerical error rather than a substantive failure to secure the bid;
17. **WHEREAS**, on the same date, the BAC issued its formal **Reply to the Request for Reconsideration**⁸ of **MULTIBIZ INTERNATIONAL CORP.**, granting the same, and consequently issued a **Notice of Cessation**⁹ to **OTUS COPY SYSTEM, INC.**, in accordance with Rule X, Section 63 (Post-Qualification Process), particularly Section 63.6 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009; and

⁵ Annex "E" – Approved Request for Extension of Post-Qualification

⁶ Annex "F" – TWG Memo re: Result of Post-Disqualification

⁷ Annex "G" – TWG Memo re: Request for Reconsideration of MIC

⁸ Annex "H" – Reply to the Request for Reconsideration to MIC

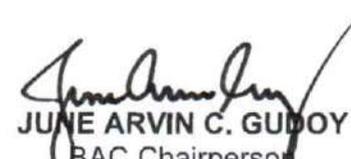
⁹ Annex "I" – Notice of Cessation to Otus Copy Sytems, Inc.

18. **WHEREAS**, based on the granting of RR filed by **MULTIBIZ INTERNATIONAL CORP.**, the BAC declared **MULTIBIZ INTERNATIONAL CORP.** as the **LOWEST CALCULATED AND RESPONSIVE BID (LCRB)**.

NOW, THEREFORE, be it RESOLVED, as it is hereby RESOLVED;

01. That, the bid submitted by **MULTIBIZ INTERNATIONAL CORP.** be declared as the **LOWEST CALCULATED AND RESPONSIVE BID (LCRB)** with a total bid amount of **ONE MILLION TWO HUNDRED TWENTY-FOUR THOUSAND PESOS (P1,224,000.00)** for the **“ONE (1) LOT -PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST”**;
02. That, we, the members of the Bids & Awards Committee, *as per Special Order No. 2025-118*, recommend to the Head of the Procuring Entity (HoPE), the approval of this BAC Resolution; and,
03. That, upon adoption and approval of this BAC Resolution, a **Notice of Award (NOA)**, be issued to **MULTIBIZ INTERNATIONAL CORP.** and proceed with the contracting phase.

RESOLVED on this day of 02 February 2026.

dap BIDS & AWARDS COMMITTEE as per Special Order No. 2025-118	
 IMMANUEL A. MAGALIT BAC Member 1	 RICHA S. TIBO BAC Member 2
 EDNA CARINA M. PANGANIBAN BAC Member 3	 LIZA ROSE I. FETALINO BAC End User Representative
 MONICA D. SALIENDRES BAC Vice Chairperson	 JUNE ARVIN C. GUDOY BAC Chairperson
Approved by:  LEOCADIO S. SEBASTIAN, PhD., CESO I Head of the Procuring Entity/ Acting President and Chief Executive Officer	



development academy of the philippines

BIDS AND AWARDS COMMITTEE (SO NO. 2025-070)



INVITATION TO BID

FOR

"ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST"

- 1) The *Development Academy of the Philippines*, through the *Corporate Operating Budget FY2026* intends to apply the sum of **Three Million Three Hundred Thousand Pesos (Php3,300,000.00)** as the Approved Budget for the Contract (ABC) for payments under the contract for **Early Procurement Activity (EPA) for ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST**. Bids received in excess of the ABC for one lot shall be automatically rejected at bid opening.
- 2) The *Development Academy of the Philippines* now invites bids for **ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST** using the *Early Procurement Activities (EPA)*. Delivery of the Goods is **expected in January 2026. The delivery schedule shall be adjusted accordingly based on the NTP date**. Bidders should have completed, **within the last two (2) years prior** to the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.
 - i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

Annex "A" - INVITATION TO BID Page 2 of 3

- 4) Interested bidders may obtain further information from DAP and inspect the Bidding Documents at DAP Building, San Miguel Avenue, Ortigas Center, Pasig City from Monday to Friday, 9:00AM to 4:30PM.
- 5) A complete set of Official Bidding Documents (OBD) including electronic-copy of the Technical Specifications, and prescribed Forms may be acquired by interested bidders from **05 November 2025 (Wed) to 27 November 2025 (Thu) from 9:00AM to 4:30PM** at DAP Building, San Miguel Avenue, Ortigas Center, Pasig City and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **THREE THOUSAND PESOS (PHP3,000.00)**. A scanned copy of proof of payment or proof of deposit duly certified/noted by the Bank must be emailed to the DAP Treasury Division at: cashtreasury@dap.edu.ph for the issuance of Service Invoice (SI). Payment duly acknowledged by DAP Treasury Division shall be a pre-requisite to participate in the bidding.
- 6) Interested bidders can make their payments through the DAP Account as stated below in Cash, Check, or Online transfer:

❖ Account Name:	DEVELOPMENT ACADEMY OF THE PHILIPPINES
❖ Account Number:	0671-0105-40
❖ Bank:	LANDBANK OF THE PHILIPPINES
❖ Branch of Account:	PASIG CAPITOL BRANCH

Or, at DAP Cash Treasury located at Floor 3A/F, DAP Building, San Miguel Avenue, Ortigas Center, Pasig City.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- 7) The DAP will hold an "in person" Pre-Bid Conference on **12 November 2025 (Wed)**, at **10:00 AM** at the DAP Building, San Miguel Avenue, Ortigas Center, Pasig City which shall be opened to all interested Bidders upon submission of a Letter of Intent (LOI) to participate through the BAC Secretariat. The LOI shall be coursed through the email of the BAC Secretariat at dapbacsec@dap.edu.ph.
- 8) Site visit will be done from **12 November 2025 (Wed) to 27 November 2025 (Thu)**, from **10:00 AM to 4:00PM** and must be coordinated well in advance with the BAC Secretariat. Prospective bidders are encouraged to bring their technical personnel during the site visit, and only a maximum of three (3) representatives per bidder.

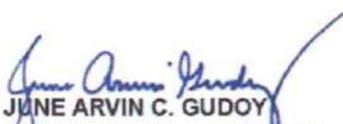
- 9) Bids must be duly received by the BAC Secretariat at DAP Building, San Miguel Avenue, Ortigas Center, Pasig City on **28 November 2025 (Fri)** and not later than **10:00 AM**. All Proposals will be opened in the presence of the bidder and/or the bidders' authorized representative/s who are authorized to attend the proceedings. **LATE PROPOSAL/S SHALL NOT BE ACCEPTED.**
- 10) Bid opening shall be "in person" on **28 November 2025 (Fri)** at the DAP building in Pasig, San Miguel Avenue, Ortigas Center, Pasig City. Bids will be opened in the presence of the bidder and/or the bidders' authorized representatives in attendance.
- 11) The **Development Academy of the Philippines** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 12) For further information, please refer to:

RODEL D. CASTILLO
Officer-in-Charge, BAC Secretariat Division
Development Academy of the Philippines
GF, DAP Bldg., San Miguel Avenue, Pasig City 1600
Telephone : (632) 8631-0921 loc. 133
BAC Secretariat email : dapbacsec@dap.edu.ph
Website address : <https://www.dap.edu.ph>

- 13) You may visit the website <https://www.dap.edu.ph/invitation-to-bid> to download the OBD.

Issued this 5th day of November 2025.

For the DAP Bids and Awards Committee:


JUNE ARVIN C. GUDOY
Chairperson, Bids & Awards Committee

>> Nothing Follows <<

Annex "B" - ABSTRACT OF BIDS Page 1 of 4



ABSTRACT OF BIDS AS READ, in ₱

BIDDING NO.: IB25-419834-05	TITLE/DESCRIPTION: Category per RABIA: <input checked="" type="checkbox"/> GOODS <input type="checkbox"/> INFRA/WORKS <input type="checkbox"/> CONSULTING	
APPROVED BUDGET FOR THE CONTRACT (ABC): ₱3,300,000.00	ONE (1) LOT – PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST	
DATE AND TIME OF BID OPENING: 03 December 2025 (Wed) at 10:00 AM	VENUE OF BID OPENING: HYBRID Venue: 6B/F O.D Corpuz II, DAP Bldg., Pasig City Google meet link: meet.google.com/jryy-4xqj-omj	PROJECT LOCATION: DAP BUILDING, PASIG CITY

PARTICULAR	BIDDER NAME	
	OTUS COPY SYSTEM INC.	MULTIBIZ INTERNATIONAL CORPORATION
Amount of Bid per Bid Form (FC01)	₱2,850,000.00	₱1,224,000.00
The Bid Security shall be in the form of a Bid Securing Declaration, and any of the following [choose at least two (2)]	Notarized Bid Securing Declaration and Manager's check	Notarized Bid Securing Declaration, Surety Bond, and Cash
1) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in cash;		
2) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in cashier's check;		
3) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in manager's check;		
4) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is in bank draft;		

Annex "B" - ABSTRACT OF BIDS

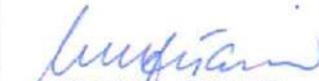
PARTICULAR	BIDDER NAME	
	OTUS COPY SYSTEM INC.	MULTIBIZ INTERNATIONAL CORPORATION
5) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is in guarantee.		
6) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is irrevocable LoC; or		
7) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is Surety Bond		
Remarks	PASSED	PASSED
Ranking of Bid	2 ND	1 ST

Concurred by the BIDS & AWARDS COMMITTEE 1 (SO-2025-118)


IMMANUEL A. MAGALIT
BAC Member 1


RICHAS, TIBO
BAC Member 2

absent
EDNA CARINA M. PANGANIBAN
BAC Member 3


LIZA ROSE I. FETALINO
BAC End-User's Representative


MONICA D. SALIENDRES
BAC Vice-Chairperson

absent
JUNE ARVIN C. GUDOY
BAC Chairperson

Annex "B" - ABSTRACT OF BIDS Page 3 of 4



ABSTRACT OF BIDS AS CALCULATED, in ₱

BIDDING NO.: IB25-419834-05	TITLE/DESCRIPTION: Category per RABIB4: <input checked="" type="checkbox"/> GOODS <input type="checkbox"/> INFRA/WORKS <input type="checkbox"/> CONSULTING	
APPROVED BUDGET FOR THE CONTRACT (ABC): ₱3,300,000.00	ONE (1) LOT – PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST	
DATE AND TIME OF BID EVALUATION: 05 December 2025 (Fri) at 10:00 AM	VENUE OF BID EVALUATION: HYBRID Venue: 1A/F, Conference Room, DAP Bldg., Pasig City Google meet link: meet.google.com/ltm-wxau-lzy	PROJECT LOCATION: DAP BUILDING, PASIG CITY

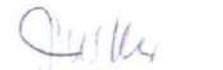
PARTICULAR	BIDDER NAME	
	MULTIBIZ INTERNATIONAL CORPORATION	OTUS COPY SYSTEM INC
Amount of Bid per Bid Form (FC01)	₱1,224,000.00	₱2,850,000.00
The Bid Security shall be in the form of a Bid Securing Declaration, and any of the following [choose at least two (2)]: <ol style="list-style-type: none"> 1) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in cash; 2) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in cashier's check; 3) The amount of not less than Sixty-Six Thousand Pesos (Php66,000.00) or 2% of ABC, if bid security is in manager's check; 4) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is in bank draft. 	Notarized Bid Securing Declaration, Surety Bond, and Cash	Notarized Bid Securing Declaration and Manager's check

Annex "B" - ABSTRACT OF BIDS Page 4 of 4

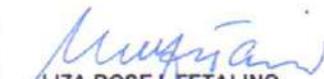
PARTICULAR	BIDDER NAME	
	MULTIBIZ INTERNATIONAL CORPORATION	OTUS COPY SYSTEM INC
5) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is in guarantee;		
6) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is irrevocable LoC; or		
7) The amount of not less than One Hundred Sixty-Five Thousand Pesos (Php165,000.00) or 5% of ABC, if bid security is Surety Bond		
Remarks	PASSED	PASSED
Ranking of Bid	1 ST	2 ND

Concurred by the BIDS & AWARDS COMMITTEE 1 (SO-2025-118)

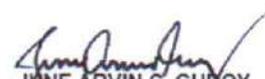

IMMANUEL A. MAGALIT
BAC Member 1


MARIETTA Q. UMBAY
BAC Alt. Member 2


EDNA CARINA M. PANGANIBAN
BAC Member 3


LIZA ROSE I. FETALINO
BAC End-Users Representative


MONICA D. SALIENDRES
BAC Vice-Chairperson


JUNE ARVIN C. GUDOY
BAC Chairperson

Annex "C" - TWG MEMO RE: RESULT OF BID EVALUATION..... Page 1 of 5



development academy of the philippines

BIDS AND AWARDS COMMITTEE (SO NO. 2025-118)



MEMORANDUM:

FOR: JUNE ARVIN C. GUDOY
Chairperson, Bids and Awards Committee 1 (BAC)

FROM: THE VICE CHAIRPERSON, TECHNICAL WORKING GROUP (TWG)

SUBJECT: RESULTS OF DETAILED BID EVALUATION OF THE FINANCIAL COMPONENT OF THE SUBMITTED BID FOR THE PROJECT: "ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST" per IB25-419834-05

DATE: 05 December 2025

1. This has reference to the result of the detailed bid evaluation for "ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST" PER IB25-419834-05 made by the BAC1 and TWG on the financial component of the submitted bid to determine the Lowest Calculated Bid (LCB) as prescribed under Section 61 of the 2016 Revised IRR of RA12009.
2. **EVALUATION PROCESS.** The BAC and TWG (refer to the attached Attendance Sheet as Annex A) conducted a detailed evaluation of the financial component of the bids submitted by **OTUS COPY SYSTEM INC.** and **MULTIBIZ INTERNATIONAL CORPORATION** which were rated as "Passed" during the submission, opening and preliminary examination of bids.
3. The evaluation was made on 05 December 2025 using the following procedures:
 - a) The TWG members critically examined the financial documents to check their compliance;
 - b) The TWG members had done an item-by-item careful evaluation of the Financial Bid Form (FC01) and Price Schedule (FC02) to determine the completeness of the bids and possible arithmetical corrections;
 - c) Discussions/deliberations over the key/important points noted by each member were conducted;
 - d) Summarization of the observations/findings was noted for reporting to the Bids and Awards Committee (BAC). Refer to the attached Summary on the Detailed Evaluation of Financial Component of the Bids (Annex B).
4. During the detailed evaluation of the bids, it was found out that the bid of **MULTIBIZ INTERNATIONAL CORPORATION** was the Lowest Calculated Bid (LCB). Refer to the attached Abstract of Bids (Annex C).

Annex "C"- TWG MEMO RE: RESULT OF BID EVALUATION..... Page 2 of 5

5. Given the results of the detailed bid evaluation made by the BAC-TWG on the financial component of the bids, BAC-TWG recommends that **MULTIBIZ INTERNATIONAL CORPORATION** to be declared as the Bidder having the Lowest Calculated Bid (LCB) and eligible for post-qualification.
6. For consideration of the BAC, approval, and/or other instruction/s, if any. Thank you.


RICA MAE R. ROYLO

Annex "C" - TWG MEMO RE: RESULT OF BID EVALUATION..... Page 3 of 5



development academy of the philippines

BIDS AND AWARDS COMMITTEE (ISO NO. 2025-118)



**SUMMARY OF DETAILED EVALUATION OF THE FINANCIAL
COMPONENT OF THE BID OF
MULTIBIZ INTERNATIONAL CORPORATION**

Bidding No. IB25-419834-05	Total ABC (Approved Budget for the Contract): THREE MILLION THREE HUNDRED THOUSAND PESOS (P3,300,000.00)	
Particulars:	"ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST"	
Venue of Bid Evaluation:	DAP Bldg., San Miguel Avenue, Pasig City	DATE & TIME of Bid Evaluation 04 December 2025 at 1:00 PM

PROBIDENT INFORMATION	COMPANY NAME: MULTIBIZ INTERNATIONAL CORPORATION
	COMPANY MAILING ADDRESS: EMILIO AGUINALDO HI - WAY 470 LALAN 2ND SILANG, CAVITE
	COMPANY WEBSITE OR EMAIL ADDRESS: BETHDELAYOLA.MULTIBIZ@GMAIL.COM
	Bidder's Authorized Representative: NAME OF THE COMPANY REPRESENTATIVE: MS. MARIBETH DE LAYOLA
	POSITION TITLE OF THE COMPANY REPRESENTATIVE: BUSINESS DEVELOPMENT MANAGER

FINANCIAL DOCUMENTS	mark	Evaluation	REMARKS
1. FINANCIAL BID FORM as prescribed in per BDS Clause 11.1, item (a).	FC01	<input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	✦ The total price of Bid is ₱1,224,000.00 , which is less than the ABC.
2. Duly signed Price Schedule as prescribed in per BDS Clause 11.1, item no. (b).	FC02	<input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	✦ The total price of Bid as calculated amounts to ₱1,224,000.00 , and observed to be complete, no arithmetical corrections and no discrepancy with the amount in the Bid Form, in accordance with Section 61 of the IRR of the New Government Procurement Act RA12009.
3. USB Thumb Drive containing electronic-copies of the submitted bid proposal (financial documents).	FC03	<input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	✦ The submitted USB Thumb Drive contains the electronic-copies of all the financial documents in PDF and MS Excel file format.

END OF FINANCIAL DOCUMENTS CHECKLIST

BAC's Remarks:	<input checked="" type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> FOR RECONSIDERATION
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CHECKED BY: DANIEL JOSEPH U. REYES Chairperson, TWG	ENDORSED BY: JUNE ARVIN C. GUDOY Chairperson, BAC 1	DOCUMENTS RECEIVED BY: RODEL D. CASTILLO OIC, BAC Secretariat Division
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Annex "C" - TWG MEMO RE: RESULT OF BID EVALUATION Page 4 of



SUMMARY OF DETAILED EVALUATION OF THE FINANCIAL COMPONENT OF THE BID OF OTUS COPY SYSTEM INC.

Bidding No. IB25-419834-05	Total ABC (Approved Budget for the Contract): THREE MILLION THREE HUNDRED THOUSAND PESOS (₱3,300,000.00)	
Particulars:	"ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST"	
Venue of Bid Evaluation:	DAP Bldg., San Miguel Avenue, Pasig City	DATE & TIME of Bid Evaluation: 05 December 2025 at 10:00 AM

PROPOSER INFORMATION	COMPANY NAME: OTUS COPY SYSTEM INC.
	COMPANY MAILING ADDRESS: 10F MG TOWER 1, NO. 75 SHAW BLVD., MANDALUYONG CITY, METRO MANILA
	COMPANY WEBSITE OR EMAIL ADDRESS: WWW.OTUSINC.COM
Bidder's Authorized Representative:	NAME OF THE COMPANY REPRESENTATIVE: CLAIRE B. JOSEPH
	POSITION TITLE OF THE COMPANY REPRESENTATIVE: SALES MANAGER

FINANCIAL DOCUMENTS	mark	Evaluation	REMARKS
1. FINANCIAL BID FORM as prescribed in per BDS Clause 11.1, item (a).	FC01	<input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	❖ The total price of Bid is ₱2,850,000, which is less than the ABC.
2. Duly signed Price Schedule as prescribed in per BDS Clause 11.1, item no. (b).	FC02	<input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	❖ The total price of Bid as calculated amounts to ₱2,850,000.00, and observed to be complete, no arithmetical corrections and no discrepancy with the amount in the Bid Form, in accordance with Section 61 of the IRR of the New Government Procurement Act RA12009.
3. USB Thumb Drive containing electronic-copies of the submitted bid proposal (financial documents).	FC03	<input checked="" type="checkbox"/> Passed <input type="checkbox"/> Failed	❖ The submitted USB Thumb Drive contains the electronic-copies of all the financial documents in PDF and MS Excel file format.

END OF FINANCIAL DOCUMENTS CHECKLIST

BAC's Remarks:	<input checked="" type="checkbox"/> PASSED	<input type="checkbox"/> FAILED	<input type="checkbox"/> FOR RECONSIDERATION
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CHECKED BY: DANIEL JOSEPH U. REYES Chairperson, TWG	ENDORSED BY: JUNE ARVIN C. GUDOY Chairperson, BAC 1	DOCUMENTS RECEIVED BY: RODEL D. CASTILLO OIC, BAC Secretariat Division
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development academy of the philippines

BIDS AND AWARDS COMMITTEE (SO NO. 2025-118)



ABSTRACT OF BIDS

#	BIDDER	TECHNICAL COMPONENT including ELIGIBILITY DOCUMENTS	FINANCIAL COMPONENT	BID AMOUNT
1	MULTIBIZ INTERNATIONAL CORPORATION	PASSED	PASSED	PHP1,224,000.00 (1 ST)
2	OTUS COPY SYSTEM INC.	PASSED	PASSED	PHP2,850,000.00 (2 ND)

Annex "D" - NOTICE OF LOWEST CALCULATED BID Page 1 of 1



05 December 2025

Ms. MARIBETH DE LAYOLA
 Authorized Representative
MULTIBIZ INTERNATIONAL CORPORATION
 470 Lalaan, 2nd Silang Cavite
 Email: bethdeayola@multibiz.com
 Contact No. 0915-390-2004

NOTICE of LOWEST CALCULATED BID

TITLE: ONE (1) LOT -PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST

IB No.: 1B25-419834-05 | ABC OF ₱3,300,000.00

Dear **Ms. De Layola**

Greetings from the Academy!

In connection with the detailed evaluation of the Bids for the above-mentioned Project, we would like to inform you that **MULTIBIZ INTERNATIONAL CORPORATION's** bid was declared as the **LOWEST CALCULATED BID (LCB)** and eligible for the conduct of post-qualification.

The submitted bid will now undergo the post-qualification stage upon the submission of the following documents within five (5) calendar days from the receipt of this notice.

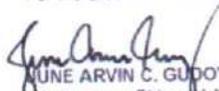
No.	Documents	References
1.	Annual Income Tax Return (ITR) for the Year 2024-2023 duly filed through the Electronic Filing and Payment System (eFPS) of the BIR as provided for under Executive Order No 398 or RR 3-2005, together with Filing and Payment Reference.	Section II - Instructions to Bidders, Clause 27.1, page 35 of the Official Bidding Documents.
2.	Latest Applicable Quarterly Value-Added Tax Returns (Quarterly VAT Form No. 2550-Q) for the quarter ending, per Revenue Regulations 3-2005.	

Submission of the documents can be made via in-person delivery or through a trusted courier of your choice.

Kindly coordinate directly to the BAC Secretariat via ba@dapsec@dap.edu.ph or through contact numbers (02) 8631-0921 local 133 / 09088808513 for the availability of personnel to receive your submission on or before **10:00 AM of 11 December 2025 (Thursday)**.

Thank you.

For the Bids and Awards Committee 1.


JUNE ARVIN C. GUDOY
 Chairperson, Bids and Awards Committee 1

Received by : _____

Designation : _____

Date : _____

Annex "E" - APPROVED REQUEST FOR EXTENSION OF POST-QUALIFICATION..... Page 1 of 1



Development Academy of the Philippines

BIDS AND AWARDS COMMITTEE (SO NO. 2025-118)



MEMORANDUM

FOR : LEOCADIO S. SEBASTIAN, PhD, CESO I
Acting President and CEO

FROM : 
JUNE ARVIN C. GUDOY
Chairperson, Bids and Awards Committee 1 (SO-2025-118)

SUBJECT : REQUEST FOR APPROVAL OF EXTENSION OF THE POST
QUALIFICATION PROCESS OF THE 1ST RANKED LOWEST
CALCULATED BID FOR THE PROJECT: "ONE (1) LOT -
PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES
SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS
CONSUMED, WHICHEVER COMES FIRST"

DATE : 17 December 2025



1. This is to respectfully request your approval for the extension of the post-qualification period to the maximum allowable duration of forty-five (45) calendar days, pursuant to the provisions of Republic Act No. 12009, for the project entitled:
"One (1) Lot - Procurement of Print, Copy, and Scan Services Solution for One (1) Year or Until Contract Price is Consumed, Whichever Comes First."
2. The extension is being sought to allow the Bids and Awards Committee (BAC) and the Technical Working Group (TWG) sufficient time to complete the conduct of post-qualification activities, including the detailed verification, validation, and evaluation of the documents and information submitted by the bidder, to ensure full compliance with the requirements of RA 12009 and its Implementing Rules and Regulations.
3. Approval of the requested extension will ensure that the post-qualification process is conducted in a thorough, transparent, and compliant manner, and that the procurement outcome is in the best interest of the Development Academy of the Philippines (DAP) as Procuring Entity.
4. In view of the foregoing, approval of the extension of the post-qualification period to the maximum allowable forty-five (45) calendar days from the declaration of LCB, as provided under RA 12009, is respectfully requested.
5. For your consideration, approval, and/or further instructions, if any. Thank you.

<input checked="" type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	For further instructions


LEOCADIO S. SEBASTIAN, PhD, CESO I
Acting President and CEO

Annex "F"- BAC-TWG MEMO RE: RESULT OF POST DISQUALIFICATION..... Page 1 of 9



MEMORANDUM:

FOR: JUNE ARVIN C. GUDOY
Chairperson, Bids and Awards Committee (BAC) 1

FROM: DANIEL JOSEPH U. REYES
Chairperson, Technical Working Group

SUBJECT: RESULTS OF THE POST-QUALIFICATION OF BID MULTIBIZ INTERNATIONAL CORP. FOR THE PROJECT: "ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED WHICHEVER COMES FIRST"

DATE: 16 January 2026

1. This has reference to the post-qualification assessment made by the BAC-TWG on the bid submitted by MULTIBIZ INTERNATIONAL CORPORATION whose Financial Bid was declared as the Lowest Calculated Bid (LCB) last 05 December 2025 (Friday), after the conduction of Bid Evaluation process for the above-mentioned project.
2. The BAC-TWG conducted the post-qualification assessment from 11 December 2025 to 16 January 2026. Processes compliant to Rule X – Post-Qualification Section 63 Objective and Process of Post-Qualification of the implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act were followed, as indicated below:
 - A. The TWG conducted a site visit at the bidder's main office on 11 December 2025 to verify the existence, location, and operational capability of Multibiz International Corp. and to assess its compliance with the technical requirements of the project. Please refer to the attached Annex "A" – Summary of the Site Inspection to the Office of Multibiz International Corp., and Annex "B" – Photos During Ocular Visit last 11 December 2025.
 - B. The BAC-TWG reviewed the financial documents submitted by Multibiz to determine its financial capacity to undertake the project, in accordance with the prescribed bidding documents and applicable procurement laws.
 - C. During the verification of documents by the BAC held on December 22, 2025, it was noted that of the three (3) documents submitted by Multibiz as part of TC06, the surety bond showed that the name of the procuring entity was incorrect. The procuring entity reflected in the surety bond does not correspond to the official name of the institution, thereby rendering the submitted document non-compliant with the bidding requirements.

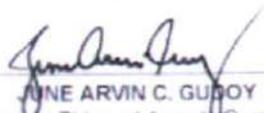
Annex "F"- BAC-TWG MEMO RE: RESULT OF POST DISQUALIFICATION..... Page 2 of 9

- 3. In view of the foregoing findings, particularly the non-compliance in the submitted surety bond due to the incorrect procuring entity name, the BAC-TWG hereby **declares Multibiz as FAILED during post-qualification.**
- 4. The TWG now endorses the result of the said post-qualification for Bids and Awards Committee's perusal, approval and/or next instructions, if any.

Enclosures

- Annex A – Summary of the Site Inspection to the Office of Multibiz International Corp
- Annex B – Photos During Site Visit last 11 December 2025

<input checked="" type="checkbox"/> Approved
<input type="checkbox"/> Disapproved
<input type="checkbox"/> For further instructions



JUNE ARVIN C. GUDOY
Chairperson, Bids and Awards Committee 1