



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
AMBASSADE DE LA RÉPUBLIQUE DES PHILIPPINES
PARIS

BAC RESOLUTION NO. 12-2025
RESOLUTION RECOMMENDING THE AWARD OF CONTRACT TO
MAXIBURO FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES,
OTHER SUPPLIES AND MATERIALS

WHEREAS, there is a need to replenish office and other supplies for the official use of the Embassy for the next three (3) months ;

WHEREAS, the 2025 Annual Procurement Plan (APP) of the Embassy reflects authorization to purchase these supplies with corresponding budget allocation;

Procurement Project	Estimated Budget (in PHP)	Remarks
Office Supplies Expenses	300,000.00	Included all office supplies needed by the chancery
Other Supplies and Materials Expenses	330,000.00	Includes cleaning, garden supplies

WHEREAS, the procurement by the Embassy of the said supplies is covered by GPPB Resolution 28-2017 dated 31 July 2017 entitled "*Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services, to be Procured and Performed Overseas*";

WHEREAS, on 13 May 2025, the Embassy posted, on its official website, a Request for Quotation (RFQ) for the procurement of various office supplies and materials ;

WHEREAS, the Embassy received quotations from three (3) supplier/dealers namely: (1) Maxiburo and (2) JPG and (3) Top Office, as follows;

SUPPLIERS/ DEALERS	QUOTATION
Maxiburo	EUR 1,646.66
JPG	EUR 2,223.08 (incomplete items)
Top Office	EUR 1,571.75 (incomplete items)

WHEREAS, the quotation proposed by Maxiburo in the amount of ONE THOUSAND SIX HUNDRED FORTY-SIX EUROS AND 66/100 ONLY (EUR 1,646.66) is assessed to be the Lowest Calculated and Responsive Bid;

NOW THEREFORE, premises considered, we, the members of the Bids and Awards Committee (BAC) hereby, **RESOLVE TO RECOMMEND** to the Head of the Procuring Entity, that the procurement of various office supplies and other supplies, be awarded to **MAXIBURO** .

ADOPTED this 19th day of May 2025 in Paris, France.



ERIC GERARDO E. TAMAYO
BAC Chair



KRISTINE MARGRET MALANG
Vice Chair



ANNA EDRISSE MAGSUMBOL
Member



EDELYN PELLOSIS
Member




MARVIN SAMONTE
Member



MARKIT DEGAÑOS
BAC Secretariat

Approved by the authority of the Secretary of Foreign Affairs:



JUNEVER M. MAHILUM WEST
Ambassador
Head of the Procuring Entity



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
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PARIS


NOTICE OF AWARD

Paris, 19 May 2025

Dear Sir/Madam,

Please be informed that, upon recommendation of the Bids and Awards Committee (BAC), as contained in its Resolution No. 12-2025, the Philippine Embassy is awarding the procurement of various office supplies and materials for the official use of the Embassy, to **Maxiburo**, in the amount of 1,646.66 EUR only, including taxes and other lawful charges.

Very truly yours,


JUNEVER M. MAHILUM-WEST
Ambassador
Head of the Procuring Entity

MAXIBURO

2 Chemin Mademoiselle, BP 385
91959 Villebon Cedex, France



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
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PARIS

NOTICE TO PROCEED

Paris, 19 May 2025

Dear Sir/Madam,

Please be informed that, pursuant to the Notice of Award of even date, issued by the Philippine Embassy, **Maxiburo** is hereby given this Notice to Proceed on the procurement of various office supplies and materials for the official use of the Embassy, in the amount of 1,646.66 EUR only, including taxes and other lawful charges.

This Notice is issued in accordance with the requirements of the Republic Act 9184, otherwise known as the "Government Procurement Reform Act of 2003."

Thank you.

Very truly yours,


JUNEVER M. MAHILUM-WEST
Ambassador
Head of the Procuring Entity

MAXIBURO

2 Chemin Mademoiselle, BP 385
91959 Villebon Cedex, France