



**BAC RESOLUTION NO. 055**  
Series of 2021

**Ref. No. 055\_PIAADMIN2021**

**RESOLUTION RECOMMENDING THE AWARD OF THE CONTRACT via  
PUBLIC BIDDING FOR GOODS AND SERVICES TO EXCELLENT GENERAL SERVICES  
INC. FOR THE EARLY PROCUREMENT OF JANITORIAL SERVICES FOR PIA CENTRAL  
OFFICE FY 2022 (ITB 2021-04)**

**WHEREAS**, the Bids and Awards Committee (BAC), as mandated by Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act, is the body tasked to post invitation to bid, to conduct pre-bid conferences, to determine the eligibility of prospective bidders, to receive and open bids, to conduct the evaluation of bids, to conduct post-qualification and to recommend award of contracts to the Head of the Procuring Entity (HOPE);

**WHEREAS**, pursuant to Department of Budget and Management (DBM) Memorandum Circular No. 2021-01, dated 03 June 2021, "Guidelines on the Grant of Performance Based Bonus (PBB) for Fiscal Year (FY) 2021 under Executive Order No 80, S. 2012 and Executive Order No. 201, s.2016 mandates all Procuring Entities to undertake all Early Procurement Activities (EPA) for at least 50% of the total value of eligible Procurement Projects as outlined in its Indicative FY 2022 APP Non-CSE consistent with the Agency's FY 2021 National Expenditure Program (NEP);

**5.0 AGENCY ACCOUNTABILITIES**

To sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements within their agencies:

h. Undertaking of Early Procurement Activities covering 2022 Procurement Projects

**WHEREAS**, the Philippine Information Agency – Administrative Division (ADMIN) submitted its Purchase Request (PR) and Terms of Reference (ToR) for the Early Procurement of Janitorial Services for PIA Central Office FY 2022 (ITB 2021-04) with Indicative Budget of **FOUR MILLION THREE HUNDRED THOUSAND PESOS ONLY (Php 4,300,000.00)** inclusive of tax and included in the Modified Indicative Annual Procurement Plan of the Agency for FY 2022;

**WHEREAS**, on 24 August 2021 the BAC issued BAC Resolution 028 s2021 RESOLUTION SETTING THE GUIDELINES ON THE CONDUCT OF ONLINE PUBLIC BIDDING and in accordance with GPPB Resolution 09-2020;

**WHEREAS**, pursuant to the rules of Competitive Bidding, the BAC together with its Secretariat, Members of the Technical Working Group (TWG) and End-User Representative conducted a Pre-Procurement Conference on 23 November 2021 at 1:00 PM via Google Meet;

**WHEREAS**, on 26 November 2021 Invitation to Bid (ITB-2021-04): Public Bidding for Goods for the Early Procurement of Janitorial Services for PIA Central Office FY 2022 was posted in the Philippine Government Electronic Procurement System (PhilGEPS), in the PIA website (www.pia.gov.ph), PIA official social media account and in the Bids and Awards Committee Bulletin Board within the premises of PIA;

**WHEREAS**, for purposes of transparency and good governance, the BAC through its Secretariat invited observers from the Commission of Audit (COA) and two (2) other non-government organizations namely Philippine Rural Reconstruction Movement (PRRM) and Philippine Chamber of Commerce and Industry (PCCI) to witness the Pre-Bid Conference and Bid Opening. However, no representative attended the said activities. Copies of the letter of invitations are hereto attached;

**WHEREAS**, on 03 December 2021 at 10:00 AM the Bids and Awards Committee (BAC) held the Virtual Pre-Bid Conference via Google Meet which was attended by the following prospective suppliers namely 1) Excellent General Services Inc 2) Dear John Services 3) First Country Manpower Services 4) CBII Philippines International, Inc. 4) CMPT Manpower Services;

**WHEREAS**, on 06 December 2021 the BAC issued a Supplemental Bid Bulletin 01; (see attached Supplemental Bid Bulletin No. 1)

**WHEREAS**, on 15 December 2021 at 12:00 PM deadline of submission and receipts of Bids, the following prospective suppliers namely 1) CMPT Manpower Services 2) Excellent General Services Inc and 3) Epitome Services, Inc. and DearJohn Services, Inc. signified their interest to join the bidding and submitted their bids on time;

**WHEREAS**, during the opening of bids on 16 December 2021 at 1:00 P.M. via Google Meet attended by the BAC in quorum, its Secretariat, End-User Representative, designated Technical Working Group (TWG) Representative and bidder's representative;

**WHEREAS**, hereunder is the summary of bids which the BAC determined to be as follows;

<b>Name of Bidder</b>	<b>Eligibility and Technical Component</b>	<b>Financial Component</b>
CMPT Manpower Services	Non- Compliant	NA
Excellent General Services Inc	Compliant	Php 3,704,976.00
Epitome Services, Inc. and DearJohn Services, Inc.	Compliant	Php 3,924,000.00

**WHEREAS**, during the bid opening it was found that CMPT Manpower Services' Legal and Technical Bid Zip file is not compliant with the two-factor security procedure consisting of a password protected archive format compression and password protected PDF file as mandated in the GPPB Resolution 09-2020, which rendered their bid as non-responsive;

**WHEREAS**, the bid proposal of both 1) Excellent General Services Inc and 2) Epitome Services, Inc. and DearJohn Services, Inc. was evaluated using the non-discretionary PASS/FAIL criterion;

**WHEREAS**, the bid proposal of both 1) Excellent General Services Inc and 2) Epitome Services, Inc. and DearJohn Services, Inc. was found to be substantially compliant. Likewise, the BAC and the TWG found the technical and financial proposal in conformity with the Agency's Terms of Reference (TOR) ;

**WHEREAS**, Excellent General Services Inc submitted the Lowest Bid and was thereafter declared as the Lowest Calculated Bid;

**WHEREAS**, on 21 December 2021, pursuant to the instruction of the BAC, the designated TWG and End User Representative conducted the necessary Post Qualification proceedings to Excellent General Services Inc to verify and validate the bidder's submitted documents;

**WHEREAS**, after careful examination, validation and verification of all eligibility, technical and financial requirements, the bid of Excellent General Services Inc. was found to conform to the requirements of PIA and the law, and its bid proposal of Three Million Seven Hundred Four Thousand Nine Hundred Seventy-Six Pesos ( Php 3,704,976.00) inclusive of tax is within the Indicative Budget, most economical and advantageous to the government, thereby rendering the same as the Lowest Calculated Responsive Bid;

**WHEREAS**, Section 12 of RA 9184 mandates that the BAC shall recommend the award of contract to the Head of the Procuring Entity or his/her duly authorized representative;

**NOW, THEREFORE**, in consideration of the foregoing, WE, the Members of the **PIA BIDS AND AWARDS COMMITTEE**, by virtue of the powers vested on us by law, hereby **RECOMMENDS** the award of contract to **EXCELLENT GENERAL SERVICES INC.** as the bidder with the **LOWEST CALCULATED AND RESPONSIVE BID** for the **EARLY PROCUREMENT OF JANITORIAL SERVICES FOR PIA CENTRAL OFFICE FY 2022** in the amount of **THREE MILLION SEVEN HUNDRED FOUR THOUSAND NINE HUNDRED SEVENTY-SIX PESOS ONLY (PHP 3,704,976.00)** inclusive of appropriate taxes and fees.

This resolution shall take effect immediately.

APPROVED this 29<sup>TH</sup> day of December 2021 at Quezon City, Philippines.

SIGNATURE REDACTED

**EMVEK P. CORTAZ**  
Chairperson, BAC

SIGNATURE REDACTED

**GIRLIE G. BANGUNAN**  
Vice-Chairperson, BAC

SIGNATURE REDACTED

**JOSELITO L. REYES**  
Member

SIGNATURE REDACTED

**JAYSON P. LEGUIAB**  
Member

SIGNATURE REDACTED

**MA. BUENA FE D. DE GUZMAN**  
Member

SIGNATURE REDACTED

**ANNIE LYN P. HALCON**  
Provisional Member

SIGNATURE  
REDACTED

MA. LIBERTY D. ARAGONÉS  
End-User Representative

SIGNATURE REDACTED

KARL LOUIE B. FAJARDO  
Director IV