



Republic of the Philippines

## SENATE

Pasay City

**BIDS AND AWARDS COMMITTEE (BAC)**

### **CY 2013 ACCOMPLISHMENT REPORT**

In 2013, the Senate Bids and Awards Committee (BAC) continued its effort in finding the most advantageous offers and the lowest prices for various Senate services/ projects/ items. The BAC awarded 23 contracts under public bidding and acted upon 234 requests under Alternative Mode of Procurement.

The accomplishments below are details of the activities the BAC conducted in order to achieve its goals in adherence with the governing principles of R.A. 9184 (Government Procurement Reform Act).

#### **ACCOMPLISHMENTS**

##### **A. PUBLIC BIDDINGS**

From January 28 to December 3, 2013, the BAC conducted a total of 81 pre-procurement conferences to discuss matters pertaining to the various services/ projects for CY 2014 and the procurement of equipment/ supplies requirement of the Senate. Six (6) meetings were conducted for the subscription to cable TV, four (4) meetings for the supply and installation of CCTV cameras, and three (3) for the CY 2014 supply of gasoline and diesel fuel. The pre-procurement conferences were conducted to evaluate readiness of procurement, taking into consideration, among others, the following:

1. review of the approved budget for the contract (ABC)
2. review of the specification and scope of works and relevant documents
3. review of delivery/ completion periods, including payment schedules and timelines
4. agree on eligibility, evaluation and post-qualification criteria

The services/projects were advertised in the Philippine Daily Inquirer, the G-EPS and simultaneously posted at the Senate bulletin boards during the period March to November 2013. (Sec. 21, Art. VII, IRR of R.A. 9184)

In 2013, a total of 39 pre-bidding conferences were conducted by the BAC to give opportunity to interested bidders to clarify any concern regarding the scope of work/ specifications and details of the contract to be bid.

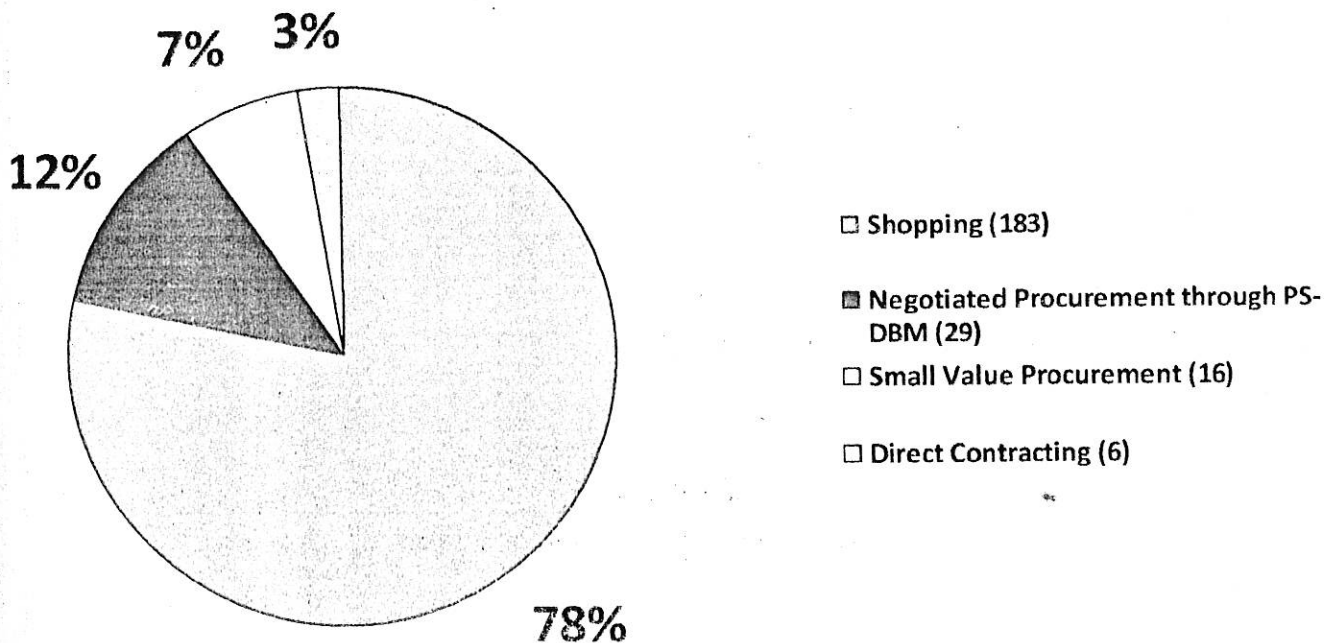
For CY 2013, a total of 23 services/projects were recommended by the BAC to be awarded which was approved by the Office the Senate President.

SERVICES AND OTHER ITEMS	SERVICE PROVIDER
1. CY 2013 Supply of spareparts, fast moving items & accessories	Foxrod Spare Parts and Services
2. Supply & delivery of conference tables, conference chair, & visitors chair (new committee rooms at the 2 <sup>nd</sup> floor)	Hapihomes Finitures Inc.
3. Supply & delivery of female secretariat Uniform for CY 2013	Santoyo Clothline Creation
4. May 2013- April 2015 Canteen Concession & Catering Services	Tessie's Catering Services
5. Printing & binding of CY2013 Senate Memorabilia	EC Tec Commercial
6. Supply & installation of acrylic cut pile carpet with 3/8 thk. rebounded underlay (new committee rooms at 2 <sup>nd</sup> floor)	SMJ Furnishing Philippines, Inc.
7. Supply & delivery of Male Secretariat Uniform for CY 2013	Manila Embroidery Gold Inc.
8. Supply & delivery of various airconditioning units for cte. rooms at the 2/F, Core C	Maint. of Airconditioning & Refrigeration (Marco) Co., Inc.
9. CY2014 Premium for Healthcare Coverage of Senate Personnel	Medocare Health Systems, Inc.
10. CY2014 Subs. to Local/Int'l Journals & Rev	RV Crest Int'l, Inc.
11. Printing & binding of "Record of the Senate"	EC Tec Commercial
12. One(1) Yr. Subs. to Websense Web Filter	Solutions Partner, Inc.
13. Supply & delivery of 2 units AUV	Toyota Bicutan
14. Supply & installation of CCTV cameras... for cte. rooms at 2 <sup>nd</sup> floor, Core C	Faire Technologies, Inc.

15. Supply & delivery of PPMS hardware, 7 line items	Columbia Technologies, Inc. & Business Machine Corporation
16. Supply & configuration of 2 units half-height blade server	Integrated Computer Systems, Inc.
17. CY2014 Supply of spare parts, fast moving items & accessories	Foxrod Auto Parts/ Services
18. Supply & delivery of PPMS hardware, 2 line items	Business Machine Corporation
19. CY2014 supply of gasoline & diesel fuel	Northern Star Energy & Fuel Distribution Corporation
20. Supply & delivery of 8 pails York oil, etc.	Maint. of Airconditioning & Refrigeration (Marco) Co., Inc.
21. CY2014- 2015 Security Guard Services	Alexis Security Agency Provider Phils., Co., Inc.
22. Supply & delivery of materials for in-house repair & repainting works of MPFS for 2013	Viva Sales Ent, Up-Town Industrial Sales, & P&H Merchandising
23. Supply & delivery of one(1) unit AUV	Toyota Bicutan

**B. ALTERNATIVE MODES OF PROCUREMENT**

For the period January to November 2013, there were 234 requests received and acted upon by the BAC to be purchased through Alternative Mode of Procurement (Art. XVI of the IRR of R.A. 9184) as follows:



C. **BAC OBSERVATIONS IN 2013**

1. **AMENDMENT OF THE ANNUAL PROCUREMENT PLAN (APP)**

For 2013, a total of 37 requests for amendment of respective APP's were recommended by the BAC which were subsequently approved by the Office of the Senate President.

2. **REQUESTS FROM THE OFFICES OF SENATORS**

The BAC acted upon a total of 14 requests from the different offices of the Senators under Alternative Mode of Procurement as follows:

- Shopping - 12
- Negotiated Procurement Through PS/DBM - 2

D. **ACTIONS TAKEN ON KEY AREAS OF CONCERN**

KEY AREA OF CONCERN	ACTIONS TAKEN
1. Some Purchase Requests need revisions	<p>1. conducted several pre-procurement conferences for certain project/s to address the following:</p> <ul style="list-style-type: none"> <li>• review of the proposed Scope of Works, specifications and other technical requirements</li> <li>• determination of availability of funds/ adjustment of budget to include all necessary costs which may have been omitted</li> </ul> <p>2. reminded end-users to conduct market research to determine availability of items and verify prices</p> <p>3. discussed with the end-users regarding inconsistencies in the Scope of Works/</p>

	<p>specifications/ plans during the pre-procurement conference</p> <p>4. held meetings with end-users outside of the regular BAC meetings to discuss/ clarify matters regarding the Purchase Request, plans, specifications, among others</p>
2. Bidders submit incomplete bid documents to the BAC	<p>1. conducted pre-bidding conferences to explain/ clarify with the bidders the requirements and procedures of the bidding</p> <p>2. bidders were encouraged to raise their concerns regarding the service/ project to be bid during the conference</p> <p>3. reminded the bidders to thoroughly review their documents before submitting the same to the BAC</p>
3. Participation of small number of bidders/ no bidder joining the bidding	utilized different means of communication- fax, emails, phone calls and personal invitations to suppliers/ contractors/service providers aside from the advertisements
4. Request for amendment of the Annual Procurement Plan (APP)	reminded end-users to carefully and thoroughly plan their yearly requirements for office supplies, equipment, furniture and project/s

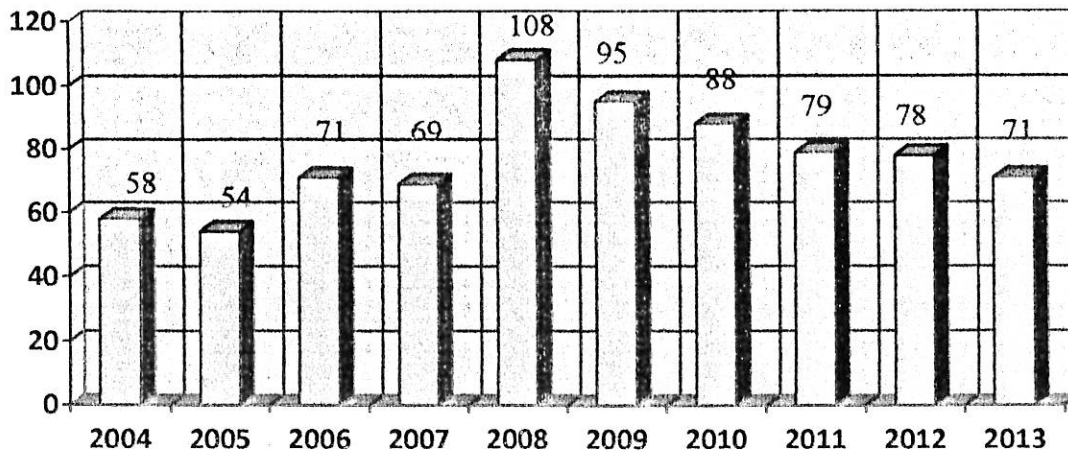
**E. SALE OF BIDDING DOCUMENTS**

In consonance with DBM Circular No. 2007-3 dated November 29, 2007 (Amendments to Certain Provisions of Budget Circular No. 2004-5A re Guidelines on the Grant of Honoraria and Overtime Pay to Government Personnel Involved in Government Procurement), the BAC remitted a total of Two Hundred Fifty-Four Thousand One Hundred Ninety-Four Pesos (Php254,194.00) representing the sale of bidding documents for 2013. This is based on the record furnished by the Legislative Accounting Service. Said amount is 36.16% lower as compared to the amount of Php398,220.54 in 2012 or a difference of Php144,026.54.

Y E A R	AMOUNT (PHP)
2005	29,852.00
2006	43,550.00
2007	54,037.00
2008	216,794.20
2009	156,522.00
2010	225,501.93
2011	188,424.40
2012	398,220.54
2013	254,194.00
TOTAL	1,567,096.07

**F. MEETINGS OF THE BAC**

In 2013, the BAC held a total of 71 meetings which is seven (7) meetings or 8.97% lower compared to 78 meetings held in 2012. For the 10-year period 2004- 2013, the highest number of meetings conducted by the committee was in 2008 with a total of 108 meetings.



The BAC activities are recorded and compiled in the "Minutes of the BAC Meeting" which are used as reference by the members and interested parties.

## G. CONCLUSION

For 2014, the BAC shall continue its effort in achieving the goals of providing goods and services that are most advantageous to the Senate as mandated under the Government Procurement Reform Act.

The BAC also hopes to continue professionalization of its support staff through trainings and related activities to update their knowledge, enhance their capacity leading to better work attitudes.

## H. BAC COMPOSITION

Pursuant to Special Order No. 2012-079 (OSP) dated December 4, 2012, the BAC is composed of the following:

Chairman	:	Atty. Arnel Jose S. Bañas Deputy Secretary for Administrative & Financial Services
Vice-Chairman	:	Atty. Maria Valentina S. Cruz Senate Legal Counsel
Members	:	Dir. Gen. Yolanda D. Doblón Leg. Budget Research Monitoring Office
	:	Col. Rasmia Aida V. Saber (Jan-June) Assistant Sergeant at Arms (ret.)
	:	Atty. Katherine Faye D. Dizon (July-Dec.) Assistant Sergeant at Arms
	:	Exec. Dir. Renato N. Bantug (Jan-June) Legislation
	:	Dir. Ma. Teresa S. Bondoc (July-Dec.) Leg. Reference Bureau
	:	Exec. Dir. Diana Lynn Le-Cruz External Affairs Relations