

Republic of the Philippines
SENATE
Pasay City
BIDS AND AWARDS COMMITTEE (BAC)

CY 2017 ACCOMPLISHMENT REPORT

As mandated by Republic Act 9184 (Government Procurement Reform Act), the Senate Bids and Awards Committee (BAC) was reconstituted under Special Order No. 2015-085 (OSP) dated November 10, 2015. The objective is to provide the Senate with an efficient and effective management of the procurement of supplies, materials, equipment, repairs and other services.

In CY 2017, the committee awarded a total of sixteen (16) undertakings through public bidding. Sixteen (16) BAC Resolutions were prepared and subsequently approved. Ten (10) Job/Purchase Orders were prepared through the assistance of the Property and Procurement Service (PPS) and ten (10) contracts were prepared through the assistance of the Office of the Senate Legal Counsel. Two (2) undertakings are still undergoing completion of documentation for preparation of Contract.

I. ACCOMPLISHMENTS

In CY 2017, the BAC accomplished the following:

A. First Quarter - January to March 2017

The Committee conscientiously continued to complete the procurement proceedings and preparation of Purchase/Job Order or Contract in 2017.

It is worthy to note the significant steps taken by the committee in fast-tracking the bidding of these requirements through:

1. Advance preparation of the Abstract of Bids for signature of members during the opening of bids;
2. Signing of the Abstract of Bids immediately after the award;
3. Early preparation of draft BAC Resolutions for signature of members;
4. Close monitoring of the BAC Resolutions from the time of preparation until its approval;
5. Early preparation of documents for Purchase/Job Order or Contract preparation;
6. Submission of advance copies of the documents to the Office of the Senate Legal Counsel for contract preparation;
7. Close coordination with the Office of the Senate Legal Counsel who promptly acted on the requests for contract preparations;
8. Close supervision on the preparation of Purchase Orders, Job Orders and documentation of delivered items with the Property and Procurement Service;
9. Inclusion of the modes of procurement in the APP for items to be purchased;
10. No posting requirement for items amounting to Php50,000 and below; and
11. Implementation of the 3 days posting requirement for purchases amounting to Php1,000,000 and below.

PROJECT NO.	PURCHASE REQUEST NO.	END-USER	PROJECT/SERVICE CONTRACT	SERVICE PROVIDER
1	17-02-044	HRMS	(ONE (1) LOT SUPPLY AND DELIVERY OF 366 SETS OF MALE SENATE SECRETARIAT UNIFORM FOR CY 2017	LA MARINA ENTEPRISES, INC.

B. Second Quarter - April to June 2017

The committee started the bidding process during the first quarter for this project but this was completed only during the second quarter due to the disqualification of one bidder who availed of the all remedies under RA 9184 for their bid to be considered;

PROJECT NO.	PURCHASE REQUEST NO.	END-USER	PROJECT/SERVICE CONTRACT	SERVICE PROVIDER
2.	17-01-027	HRMS	ONE (1) LOT SUPPLY AND DELIVERY OF 404 SETS OF FEMALE SENATE SECRETARIAT UNIFORM FOR CY 2017	LA MARINA ENTEPRISES, INC.

C. Third Quarter - July to September 2017

Senate President Aquilino "Koko" Pimentel III approved the recommendation of the BAC to award the following service contracts and projects:

PROJECT NO.	PURCHASE REQUEST NO.	END-USER	CY2017 PROJECT/S	SERVICE PROVIDER/S
3.	17-05-282	OSAA	SUPPLY AND INSTALLATION OF TWO (2) UNITS SECURITY X-RAY MACHINE	ASTROPHYSICS ASIA, INC.
4.	17-06-368	MPFS	ONE (1) LOT SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF EXISTING WALLPAPER	DESIGN AMBIENCE, INC.

5.	17-06-367	MPFS	SUPPLY AND DELIVERY OF CARPENTRY AND PAINTING MATERIALS FOR MAINTENANCE AND/OR RENOVATION PURPOSE AND RELATED SERVICES CONSISTING OF 41 LINE ITEMS	1. UP-TOWN INDUSTRIAL SALES, INC.; 2. VIVA SALES ENTERPRISES; 3. MZR UNICA, INC. DOING BUSINESS UNDER THE NAME AND STYLE OF MZR BUILDERS; and 4. BOSTON BUILDER'S CENTER;
6.	17-06-388	RMMS	CY 2018 SUBSCRIPTION TO LOCAL/INTERNATIONAL NEWSPAPERS AND MAGAZINES	1. JJJ NEWSPAPERS AND MAGAZINES; and 2. MAGAZINEZONE, INC.;

D. Fourth Quarter – October to December 2017

PROJECT NO.	PURCHASE REQUEST NO.	END-USER	PROJECT(S) / SERVICE CONTRACT(S)	SERVICE PROVIDER/S
7.	17-08-577	GS	SUPPLY AND DELIVERY OF TWO (2) UNITS OF HIGH SPEED HEAVY DUTY DIGITAL DUPLICATOR	COPYLANDIA OFFICE SYSTEMS CORPORATION
8.	17-05-574	GS	SUPPLY AND DELIVERY OF ONE (1) UNIT OF SPORTS UTILITY VEHICLE	MATTERHORN MOTOR, INC.
9.	17-06-402	LBRMO	SUPPLY OF LABOR AND MATERIALS FOR THE RENOVATION OF THE LEGISLATIVE BUDGET RESEARCH AND MONITORING OFFICE LOCATED AT THE 2ND FLOOR CORE B SENATE BUILDING	LE BRON CONSTRUCTION
10.	17-10-701	MPFS	ONE (1) LOT SUPPLY OF LABOR AND MATERIALS FOR THE IMPROVEMENT OF COVERED PATH WALK LOCATED AT THE SENATE GROUNDS	2H2L CONSTRUCTION

11.	17-10-759	MPFS	ONE (1) LOT SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF EXISTING OLD AND DILAPIDATED CARPETS AT THE SESSION HALL CORE A, SIX (6) COMMITTEE ROOMS AT CORE B AND FIVE (5) COMMITTEE ROOMS AT CORE C 2ND FLOOR SENATE BUILDING	SMJ FURNISHINGS PHILIPPINES, INC.
12.	17-10-776	MPFS	ONE (1) LOT SUPPLY OF LABOR AND MATERIALS FOR THE PROPOSED CONSTRUCTION OF ADDITIONAL TOILET AT SECOND FLOOR CORE "C"	2H2L CONSTRUCTION
13.	17-08-56	GS	ONE (1) LOT SUPPLY OF GASOLINE AND DIESEL FUEL FOR CY 2018	NORTHERN STAR ENERGY CORPORATION
14.	17-09-631	GS	SUPPLY OF SHUTTLE BUS SERVICE CONSISTING OF THREE (3) BUSES FOR CY 2018	MG PACIFIC TRANS CORPORATION
15.	17-10-732	GS	ONE (1) LOT CY 2018 RENTAL OF 68 UNITS PHOTOCOPY MACHINES	U-BIX CORPORATION
16.	17-10-703	MDS	2018 HOSPITALIZATION BENEFIT FOR THE SENATE EMPLOYEES FROM JANUARY 1 TO DECEMBER 2018 – MDS)	UNITED COCONUT PLANTERS LIFE ASSURANCE CORPORATION

The Service contract for the ONE (1) LOT GENERAL HOUSEKEEPING AND OTHER RELATED SERVICES FOR THE SENATE OF THE PHILIPPINES was extended on a month to month basis under the same terms and conditions as stipulated in its CY 2017 service contract. The said arrangement will commence on January 2018 and shall continue on a monthly basis until a new contract has been awarded per GPPB Resolution No. 023-2007 (Revised Guidelines on the Extension of Contracts for General Support Services).

The Service contract for the ONE (1) LOT SUPPLY AND INSTALLATION OF GUARANTEED BROADBAND INTERNET CONNECTION WITH TWO IP BLOCKS was extended on a month to month basis under the same terms and conditions as stipulated in its CY 2017 service contract. The said arrangement will commence on January 2018 and shall continue on a monthly basis until a new contract has been awarded per GPPB Resolution No. 023-2007 (Revised Guidelines on the Extension of Contracts for General Support Services).

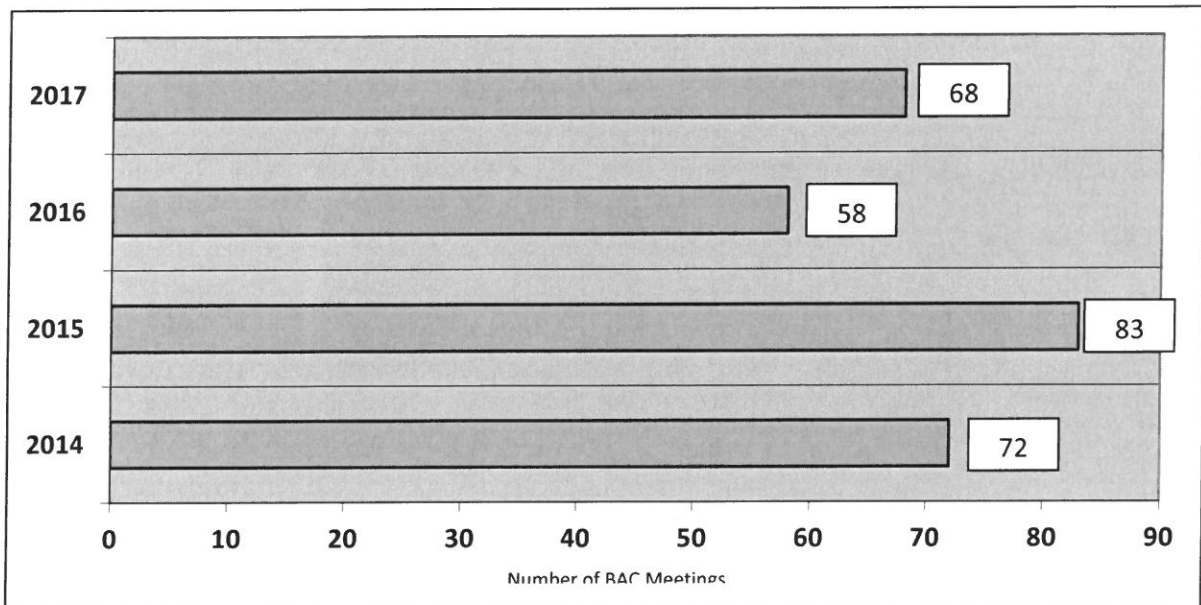
E. Recommendation for Alternative Mode of Procurement (AMP)

Article XVI (Alternative Mode of Procurement), Sec. 48 of R.A. 9184 provides for the application of the alternative modes of procurement to promote economy and efficiency in the procurement of goods. This is subject to the approval of the head of procuring entity.

In 2017, the BAC acted upon 314 various requests. Out of these, one (1) was referred to LandBank, 33 were referred to Procurement Service of the Department of Budget and Management (PS-DBM), 202 for Shopping, 63 for Small Value Procurement and 10 for Direct Contracting from exclusive suppliers. Five (5) out of 314 various requests were submitted to the BAC twice for the recommendation of the appropriate mode of procurement.

F. Meetings of the BAC

The BAC held a total of 68 meetings for CY2017, higher than last year. This was due to the fact that more projects were undertaken by the Senate especially during the last half of the year.



For various meetings held by the BAC in CY2017, records show attendance of end-users and other interested parties most of whom witnessed the proceedings, from the pre-procurement and pre-bidding conferences to the opening of bids.

G. Amendments to the Annual Procurement Plan (APP)

In 2017, the BAC recommended a total of 88 amendments to the PPMPs mostly from the offices of Senators and reflected in the Senate Annual Procurement Plan (APP) by the BAC Secretariat. The updated APP is submitted to the Office of the Senate President for approval in accordance with Section 7 of the IRR, RA 9184.

H. Internship

In support to the internship training program being implemented by the Senate, the BAC welcomed a total of 11 interns from different colleges to undertake their on-the-job trainings for academic year 2017, as follows:

NAME	SCHOOL
1. Jan Criselle Loreno	City University of Pasay
2. Hanna Mae dela Cruz	City University of Pasay
3. Richard N. Mendoza	Manila Business College
4. Joseph Juluz J. Leonardo	Manila Business College
5. Richelle Espinosa	Polytechnic University of the Philippines (Sta. Mesa)
6. Richelle Joy R. Gregorio	Polytechnic University of the Philippines (Sta. Mesa)
7. Jonathan Ivan D. Oro	Manuel S. Enverga University Foundation
8. Jennylyn P. Villagen	Manuel S. Enverga University Foundation
9. Jeffrey P. Motos	Polytechnic University of the Philippines (Sta. Mesa)
10. Roselyn Jay F. Acebedo	City University of Pasay
11. Aubrey Rose B. Toledo	City University of Pasay

The students were given orientation on the procurement law and were made to assist during the meetings of the BAC. They personally experienced how the biddings were conducted in the Senate. They were also trained to perform simple tasks of receiving / releasing general communications such as advisories, special orders, among others, proper telephone call etiquette, grooming, recording entries in the Abstract of Bids and the logbooks, encoding, filing, and use of office equipment such as the facsimile and photocopier machines.

I. Training/ Workshop of the BAC

On November 9, 2017, the Government Procurement Policy Board (GPPB) headed by Atty. Dennis S. Santiago, Executive Director V, GPPB-TSO conducted a training on R.A. 9184 and Its Revised Implementing Rules and Regulations (IRR) in the Senate attended by the BAC members, BAC Secretariat, end-users, Senators staff, and other representatives from Senate offices.

II. CHALLENGES

A. Small number of participating bidders / no interested bidder

Despite advertisements in a widely circulated newspaper, posting at the PhilGEPS, Senate bulletin boards, Senate website and personal invitation made by the BAC Secretariat to prospective bidders, the decline in the number of interested bidders joining the bidding has been a problem since CY2005. On the basis of the feedback received from the bidders, the non-participation of the same may be due to any of the following:

- a) Budget allocated for a particular service contract which the bidders find very low
- b) Prevailing economic condition affecting business which leads to suppliers preferring cash over participation in the bidding.

- c) The item description and specification for a particular project/item is already phased out or stocks are limited.

B. Submission of insufficient bidding documents

The committee also noted that some bidders submit incomplete bidding documents due to oversight particularly in the case of the bidding for CY 2018 HOUSEKEEPING AND OTHER RELATED SERVICES FOR THE SENATE OF THE PHILIPPINES.

C. Other factors affecting delay in bidding or award of contract

Factors that caused delay in the award of a contract/service or failure in bidding include:

1. Non-compliance of bidders with approved specifications as discussed during the pre-bidding conferences.
2. Failure of the end-user to adequately prepare the specifications and item description on their Purchase Requests.
3. Difficulty in posting with PhilGEPS especially when its system is down
4. Non-appearance of end-user representative(s)/officer during pre-procurement and pre-bidding conferences to provide clarification and related queries from bidders
5. Lack of planning/ prioritization of projects resulting in very slow pacing of the procurement process

D. Request for amendment of PPMP and Submission of Purchase Request/s near the end of the year

Despite issuance of advisory for the suspension of purchase request which was supposed to take effect on October 2016, the committee continued to receive the bulk of purchase request/s towards the fourth quarter of the year. In the end, due to time constraints, the BAC was not able to act on some requests including the conduct of public bidding for the remaining goods and services to be procured.

III. ACTIONS TAKEN BY THE BAC

To address the stated challenges, the Committee opened all possible channels of communication with bidders and end-users to assist them in their queries regarding R.A. 9184, its Implementing Rules and Regulations (IRR), amendment/s or circulars from the GPPB and other agencies such as the BIR and the Procurement Service of the Department of Budget and Management (PS-DBM).

Also, the list of documentary requirements and the Instruction to Bidders for Goods and Infrastructure covering the regular biddings and negotiated procurements were reviewed and simplified for easy comprehension of bidders.

During pre-bidding conferences, the BAC took the opportunity to explain to the bidders the bidding process and requirements of the revised IRR of RA 9184. The committee always reminded the bidders to submit their bids on time, review their documents before they submit them to the BAC, and post the required bid security in order to qualify.

The Committee also suggested to the end-user the possibility of conducting an in-depth study and/or market research for their proposed projects, and presenting them to the BAC if possible in a power point presentation for both the committee and the bidders to appreciate.

The Committee also issued memorandum in the middle of the year to submit the purchase request/s of various offices for procurement schedule.

IV. BAC COMPOSITION

Pursuant to Section 11 of R.A. 9184 and Special Order No. 2015-085 (OSP) dated November 10, 2015, the BAC was composed of the following:

Chairman : Atty. Arnel Jose S. Bañas, Deputy Secretary for Admin & Financial Services
Vice-Chair : Atty. Maria Valentina S. Cruz, Senate Legal Council
Members : Atty. Ma. Lourdes M. Arbas, Director IV, Office of the Senate Secretary
Dir. Diana Lynn Le-Cruz, Executive Director for External Affairs and Relations
Dir. Ma. Teresa S. Bondoc, Bureau Director, Legislative Reference Bureau
Dir. Cristino Q. Franco, Bureau Director, Management Planning and Operations Audit Bureau
Dir. Rodrigo Noel A. Gonzalez, Bureau Director, Administrative and Management Bureau


On July 18, 2017, Special Order No. 2017-045 (OSP) listed the appointment of a new set of BAC members composed of the following whose term is for one(1) year:

Chairman : Atty. Maria Valentina S. Cruz, Senate Legal Counsell
Vice-Chair : Dir. Diana Lynn Le-Cruz, Executive Director for External Affairs and Relations
Members : Atty. Ma. Luisa B. Soriano, Exec. Dir., Administration and Finance
Dir. Ma. Lourdes M. Arbas, Dir. IV, Office of the Secretary
Dir. Ma. Teresa S. Bondoc, Bureau Director, Legislative Reference Bureau
Dir. Rodrigo Noel A. Gonzalez, Bureau Director, Administrative Management Bureau
Dir. Conrado E. Dagdag, Bureau Director, EDP-MIS

Prepared and submitted by:


ROSARIO MARINA DE CASTRO
Head, BAC Secretariat

NOTED:


MARIA VALENTINA S. CRUZ
Chairperson, Bids and Awards Committee