

**BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS**

**REBIDDING FOR THE PROCUREMENT OF MANPOWER SERVICES FOR  
GENERAL SUPPORT AND JANITORIAL SERVICES FOR THE BASES  
CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) UNDER  
A TWO-YEAR SERVICE CONTRACT**

**RESOLUTION OF AWARD  
(RESO NO. BG MS 2021-012)**

**WHEREAS**, the **Bases Conversion and Development Authority (BCDA)**, through its 2021 Corporate Operating Budget has bid out the **Rebidding for the Procurement of Manpower Services for General Support and Janitorial Services for BCDA Under a Two-year Service Contract** with a budget amounting to **Php27,490,652.04**, inclusive of all applicable taxes, charges, duties and fees, being the Approved Budget for the Contract (ABC) (for the first year only);

**WHEREAS**, the BAC for Goods (BAC-G), through its Secretariat, advertised the Invitation to Bid on 03 March 2021 in the following:

1. DBM Philippine Government Electronic Procurement System (PhilGEPS);
2. BCDA Website; and
3. Conspicuous place reserved for the purpose in the premises of BCDA.

**WHEREAS**, in response to the said advertisements, **DBP Service Corporation** bought the bid documents;

**WHEREAS**, the following companies attended the Pre-Bid Conference held on 11 March 2021:

1. DBP Service Corporation;
2. Omniworx, Inc.;
3. Excellent General Services, Inc.;
4. Atalian Global Services;
5. Temps and Staffers, Inc.; and
6. Wizard Manpower and Allied Services Inc.

**WHEREAS**, only **DBP Service Corporation** submitted a bid proposal at 8:00am on 26 March 2021 which is the same day as the opening of bids;

**WHEREAS**, on 26 March 2021, the technical bid of **DBP Service Corporation** was opened and having submitted the required eligibility documents was declared "eligible", thus, its financial proposal was opened.

*The Abstract of Bids is hereby attached as "Annex "A".*

**WHEREAS**, after the opening of the financial bid proposal and conduct of bid evaluation of the submitted bids of **DBP Service Corporation**, the BAC-G found the bid of **DBP Service Corporation** as the Single Calculated Bid.

*The Detailed Evaluation of Bid is hereby attached as "Annex "B".*

**WHEREAS**, consistent with Section 34 of Rule X “Post-Qualification” of the Revised Implementing Rules and Regulations of Republic Act No. 9184, the BAC-G Technical Working Group (TWG) conducted a Post-Qualification on 08-12 April 2021 of **DBP Service Corporation** and after careful examination, validation, and verification of all the eligibility, technical, and financial documents submitted, found its documents to be in order. In view of the foregoing, the BAC-G declared **DBP Service Corporation** as the Single Calculated and Responsive Bid.


*The Post-Qualification Report is hereby attached as **Annex “C”**.*

**NOW, THEREFORE**, We, the Members of the Bids and Awards Committee for Goods, hereby **RESOLVE** as it is hereby **RESOLVED** to recommend the following:

1. To declare **DBP Service Corporation** as the Single Calculated and Responsive Bid for the **Rebidding for the Procurement of Manpower Services for General Support and Janitorial Services for BCDA Under a Two-year Service Contract**;
2. To award the contract to **DBP Services Corporation** in the amount of **Twenty Seven Million One Hundred Ninety Eight Thousand Five Hundred Seventy Eight and 64/100 Pesos (Php27,198,578.64)**, inclusive of all applicable taxes and fees;
3. To issue the Notice of Award to **DBP Service Corporation** (Copy Attached); and
4. To direct the end-user, Human Resource and Management Department (HRMD), to furnish the BAC-G copies of the Notice of Award and Notice to Proceed duly-conformed by **DBP Service Corporation** and the duly-executed agreements/contracts with **DBP Service Corporation**;

**RESOLVED**, at the BCDA Corporate Center Office, Bonifacio Global City, Taguig City, this **20 April 2021**.

**BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS**

  
**ARREY A. PEREZ**  
Chairperson


  
**MARIA SOLEDAD C. SAN PABLO**  
Vice Chairperson

  
**SAMUEL JOHN L. VIDALLON**  
Member

  
**CHRISTIAN T. DULDULAO**  
Member

  
**PATRICK ROEHL C. FRANCISCO**  
Provisional Member

Approved By:

  
**VIVENCIO B. DIZON**  
President and CEO

BACG2021-0081

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

**REBIDDING FOR THE PROCUREMENT OF MANPOWER SERVICES  
FOR GENERAL SUPPORT AND JANITORIAL SERVICES FOR BCDA  
UNDER TWO (2)-YEAR SERVICE AGREEMENT**

**26 March 2021/ 1:00 PM / BCDA Board Room**

**ABSTRACT OF BIDS AS READ  
(ELIGIBILITY DOCUMENTS AND FINANCIAL PROPOSAL)**

<b>Name of Bidder/s</b>		<b>DBP Service Corporation</b>
<b>Date &amp; Time Submitted</b> (Deadline: 26 March 2021 @ 9:00 AM)		26 March 2021 @ 8:00 AM
<b>ELIGIBILITY DOCUMENTS AND FINANCIAL PROPOSAL</b>		
	<b>Original:</b>	<b>Submitted</b>
	<b>Copy:</b>	<b>Submitted</b>
<b>CHECKLIST OF REQUIREMENTS</b>		
<b>TAB A</b>	PhilGEPS Certificate of Registration under Platinum Membership. <i>*However, per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class "A" Eligibility Documents, or a combination thereof, during the bid submission. The Platinum Membership remains as a post-qual requirement.</i>	<b>Passed</b>
<b>TAB B</b>	Statement / List of all on-going and completed government or private contracts, similar in nature to the subject bidding at hand using the following forms and support documents:	<b>Passed</b>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Statement/List of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</li> <li><input type="checkbox"/> Statement/List of Single Largest Completed Contract (SLCC) similar in nature to the contract to be bid equivalent to a Single Contract similar to the project at least fifty percent (50%) of the ABC within three (3) years from the date of submission and receipt of bids.:</li> </ul> <p>The Statement of SLCC to be submitted by the bidder shall attach <b>any</b> of the following proof (in accordance to Clause 5.4 of the BDS):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> End User’s Acceptance, or</li> <li><input type="checkbox"/> Sales Invoice or</li> <li><input type="checkbox"/> Official Receipt of the last payment received</li> </ul>	
<b>TAB C</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Computation of <u>Net Financial Contracting Capacity</u> (NFCC) in accordance with ITB Clause 5 <b>OR</b> a <u>Committed Line of Credit</u> (CLC) from a Universal or Commercial Bank which must be at least 10% of the ABC.</li> </ul>	<b>Passed</b>
<b>TAB D</b>	<p><b>Valid Joint Venture Agreement (JVA)</b> in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid.</p>	<b>N/A</b>
<b>TAB E</b>	<p><b>Bid Security</b></p> <p>Bid Securing Declaration; or</p>	<b>Passed</b>

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	Cash or cashier's/manager's check issued by a Universal or Commercial Bank; or Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank (2% of ABC); or Surety Bond (5% of ABC)	
<b>TAB F</b>	Conformity with Technical Specifications Compliance Form duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII of the Bid Documents)	<b>Passed</b>
<b>TAB G</b>	<b>Conformity with the Schedule of Requirements</b> duly signed in every page by the principal bidder or the bidder's authorized representative.	<b>Passed</b>
<b>TAB H</b>	<b>Notarized Omnibus Sworn Statement/Affidavit of the prospective bidder</b> (of its background, affiliations, responsibilities as Bidder, authorizations, etc.) ( <i>Section IX, Bidding Forms</i> )	<b>Passed</b>
	<b>REMARKS</b>	<b>Passed</b>
<b>TAB I</b>	<b>Financial Proposal</b> (use Section IX Bidding Forms) Financial Bid Forms shall be duly signed on each and every page by the principal bidder or the bidder's authorized representative:  <b>ABC Php 27,490,652.04</b>	<b>Php27,198,578.64</b>  <i>Inclusive of VAT and all applicable taxes and fees</i>
	<b>REMARKS</b>	<b>Single Calculated Bid</b>

CTD  


**BIDS AND AWARDS COMMITTEE FOR GOODS**



**ARREY A. PEREZ**  
Chairperson



**MARIA SOLEDAD C. SAN PABLO**  
Vice Chairperson

*On Leave*

**EDILBERTO R. REBATO JR.**  
Member



**SAMUEL JOHN L. VIDALLON**  
Member



**CHRISTIAN T. DULDULAO**  
Member



**PATRICK ROEHL C. FRANCISCO**  
Provisional Member

**OBSERVER**

**MARK ANTHONY IBAÑEZ**  
Observer (COA)

**OBSERVER**



**IRENE G. JACOB**  
IASO

BACG2021-0070

Ok to proceed with post-qualification.

**INTERNAL MEMO**Republic of the Philippines  
Office of the President**BCDA**  
Bases Conversion and  
Development Authority**FOR THE CHAIRMAN AND MEMBERS OF THE BAC FOR GOODS**

**FROM : THE TECHNICAL WORKING GROUP**

**DATE : 30 March 2021**

**SUBJECT : Detailed Bid Evaluation Report on the Submitted Bid for the Rebidding for the Procurement of Manpower Services for General Support And Janitorial Services for BCDA**

**I. Reference**

Pursuant to Section 32.2.1 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, the Technical Working Group (TWG) of the Bids and Awards Committee for Goods (BAC-G) conducted a detailed evaluation of the submitted bid by first, determining the eligibility of the participating bidder through their submitted documents and second, determining the Lowest/Single Calculated Bid considering both completeness of bid and arithmetical correction of submitted financial bid.

**II. Findings**

The lone bidder, **DBP Service Corporation (DBPSC)**, "PASSED" the preliminary examination of bids. After a thorough evaluation of the submitted bid documents, the bidder was found to be "ELIGIBLE" having passed the set bidding requirements.

**II.A Eligibility Documents**

**DBPSC** "passed" the complete and detailed evaluation of the eligibility documents submitted as shown below as Table 1.

Table 1

Eligibility Documents		DBP Service Corporation
<b>TAB A</b>	<b>PhilGEPS Certificate of Registration under Platinum Membership</b>	<b>Platinum Membership PhilGEPS Reference No: 2001091551020351765</b>  Validity: 10 July 2021  <b>Passed</b>



<p><b>TAB B</b></p>	<p><input type="checkbox"/> <b>Statement/List of all ongoing</b> government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p><input type="checkbox"/> <b>Statement/List of Single Largest Completed Contract (SLCC)</b> similar in nature to the contract to be bid equivalent to a Single Contract similar to the project at least fifty percent (50%) of the ABC within three (3) years from the date of submission and receipt of bids.:</p> <p>The Statement of SLCC to be submitted by the bidder shall attach <b>any</b> of the following proof (in accordance to Clause 5.4 of the BDS):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> End User's Acceptance; or,</li> <li><input type="checkbox"/> Sales Invoice; or,</li> <li><input type="checkbox"/> Official Receipt of the last payment received</li> </ul>	<p>Statement/List of Ongoing Project/Contract</p> <p><b>Total Amount: Php 495,717,993.59</b></p> <p><b>SLCC</b></p> <p><b>Name of Client: Bases Conversion and Development Authority (BCDA)</b></p> <p><b>Name of Contract:</b> Manpower Services for General Support and Janitorial Services</p> <p><b>Date of Contract:</b> 01 August 2018</p> <p><b>Contract Amount:</b> Php 37,773,580.80</p> <p><b>Supported by the following documents:</b></p> <p>Certification which states that DBPSC has satisfactorily completed the original contract with BCDA dated 04 September 2020 and duly signed by Mr. Patrick Roehl C. Francisco the Vice President for Human Resource Management.</p> <p>Service Agreement between BCDA and DBPSC duly notarized on 05 September 2018</p> <p><b>Passed</b></p>
<p><b>TAB C</b></p>	<p><b>Computation of Net Financial Contracting Capacity (NFCC)</b></p>	<p><b>NFCC (as computed)</b></p> <p>Current Asset- Current Liabilities x 15 (multiplier) - List of All On-going project</p> <p>(928,191,022.00-782,971,407.00 x15-495,717,993.59</p> <p><b>Php 1,682,576,231.42</b></p>

		<b>Passed</b>
<b>TAB D</b>	<b>Valid Joint Venture Agreement (JVA)</b>	<b>N/A</b>
<b>TAB E</b>	<b>Bid Security</b>  Bid Securing Declaration; or Cash or cashier's/manager's check issued by a Universal or Commercial Bank; or Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank (2% of ABC); or Surety Bond (5% of ABC)	<b>Bid Securing Declaration</b>  Date Notarized: 24 March 2021  <b>Passed</b>
<b>TAB F</b>	<b>Conformity with Technical Specifications</b> Compliance Form duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII of the Bid Documents)	Submitted the Terms of Reference (TOR) for the Rebidding for the Procurement of Manpower Services for General Support And Janitorial Services for BCDA, duly signed in every page by the bidder's authorized representative, Mr. Gerry A. C. Arellano  and  The <b>Technical Specifications Form</b> , Stated " <b>Comply</b> " with all the requirements for <b>Lot 1</b> and duly signed by the bidder's authorized representative, Mr. Gerry A. C. Arellano  <b>Passed</b>
<b>TAB G</b>	<b>Conformity with the Schedule of Requirements</b> duly signed in every page by the principal bidder or the bidder's authorized representative.	Duly signed by the bidder's authorized representative, Mr. Gerry A. C. Arellano  <b>Passed</b>
<b>TAB H</b>	<b>Notarized Omnibus Sworn Statement/Affidavit of the prospective bidder</b> (of its background, affiliations, responsibilities as Bidder, authorizations, etc.) ( <b>Section IX, Bidding Forms</b> )	Omnibus Sworn Statement and Secretary's Certificate duly notarized 24 March 2021  <b>Passed</b>
	<b>REMARKS</b>	<b>ELIGIBLE</b>

Internal Memo: Detailed Bid Evaluation on the submitted bid documents for the Rebidding for the Procurement of Manpower Services for General Support and janitorial Services for BCDA -Version 1, March 2021

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## II.B Financial Proposals.

The Financial proposal submitted by DBP Service Corporation is within the approved budget for the contract set by BCDA.

TAB I	FINANCIAL PROPOSAL	Amount
	Financial Bid Forms shall be duly signed on each and every page by the principal bidder or the bidder's authorized representative:  <b>ABC Php 27,490,652.04</b>  <i>(Inclusive of VAT and all applicable taxes and fees)</i>	<b>Bid Price in Figure:</b> <b>Php27,198,578.64</b>  <b>Bid Price in Words:</b> <b>Twenty Seven Million One Hundred Ninety Eight Thousand Five Hundred Seventy Eight Pesos and 64/100 Only</b>  <i>(Inclusive of VAT and all applicable taxes and fees)</i>
	<b>REMARKS</b>	<b>Single Calculated Bid</b>

DBPSC submitted a detailed cost distribution and list of Supplies and equipment with corresponding price schedules. All the components for the bid are complete as stated in the Terms of Reference for the Rebidding of Lot 1 - Janitorial and General Support Services.

The cost distribution is hereto attached as "Annex A".

## III. Recommendations:

After the conduct of detailed evaluation of the technical documents and financial proposal submitted by the eligible bidder, the Technical Working Group recommends the approval of the following:

1. To declare **DBP Service Corporation** as the **Single Calculated Bid** for the Rebidding of the Procurement of Manpower Services for General Support and Janitorial Services for BCDA in the amount of **Twenty Seven Million One Hundred Ninety Eight Thousand Five Hundred Seventy Eight Pesos and 64/100 Only (Php 27,198,578.64)** inclusive of VAT and all applicable taxes and fees and;
2. To conduct Post Qualification Activity for **DBP Service Corporation** pursuant to RIRR of RA 9184.

We submit the above cited information and evaluation to the Committee for consideration.

**The Technical Working Group**



**ELMER C. ELIZAGA**  
Member



**VICENTA M. NATIVIDAD**  
Member



**MERLE GAY D. ROSETE**  
Provisional Member



**MA. KIA A. ADVINCULA**  
Provisional Member



**MA. PERPETUA SOCORRO B. VILLAPANDO**  
Provisional Member



**ALMIRA S. CLARIANES**  
Head, TWG

**FINANCIAL BID OF DBPSC as COMPUTED BY TWG**

**Procurement of Manpower Services for BCDA**  
**LOT 1: GENERAL SUPPORT AND JANITORIAL SERVICES**  
**COST STRUCTURE FOR EACH POSITION AND TOOLS AND MATERIALS**

PARTICULARS		POSITIONS											TOTAL
NUMBER OF WORKING DAYS IN A MO.	GEN. SUPPORT SERVICES Mechanic/ Driver	Aircon Technician/ Junior Electrician	Carpenter/ Maintenance Supervisor	Skilled Maintenance Crew	JANITORIAL SERVICES Utility Supervisor	Janitors/ Janitress/ Utility Personnel	Caretaker	DRIVING SERVICES Light Vehicle Driver	Heavy Vehicle Driver				TOTAL
	22	26	26	26	26	26	26	22	22				
DAILY RATE:	665.00	665.00	665.00	632.00	665.00	549.00	632.00	665.00	665.00				
<b>DIRECT LABOR COST</b>													
Monthly Basic Pay	14,630.00	17,290.00	17,290.00	16,432.00	17,290.00	14,274.00	13,904.00	14,630.00	14,630.00				
Monthly COLA													
5 Day Incentive Pay	277.08	277.08	277.08	263.33	277.08	228.75	263.33	277.08	277.08				
13th Month Pay	1,219.17	1,440.83	1,440.83	1,369.33	1,440.83	1,189.50	1,158.67	1,219.17	1,219.17				
<b>TOTAL DIRECT LABOR COST</b>	16,126.25	19,007.91	19,007.91	18,064.66	19,007.91	15,692.25	15,326.00	16,126.25	16,126.25				
No. of Personnel	1	1	3	6	2	30	42	4	4				
<b>TOTAL DIRECT LABOR COST X NO. OF PERSONNEL</b>	16,126.25	19,007.91	57,023.73	108,387.96	38,015.82	470,767.50	643,692.00	64,505.00	64,505.00				
	14,907.08	17,567.08	17,567.08	16,695.33	17,567.08	14,502.75	14,167.33	14,907.08	14,907.08				
<b>DUE TO GOVERNMENT</b>													
SSS 'ER SHARE	1,275.00	1,487.50	1,487.50	1,402.50	1,487.50	1,232.50	1,190.00	1,275.00	1,275.00				
PHILHEALTH 'ER SHARE	256.03	302.58	302.58	287.56	302.58	249.80	243.32	256.03	256.03				
EMPLOYEE COMPENSATION	30.00	30.00	30.00	30.00	30.00	10.00	10.00	30.00	30.00				
PAG-IBIG 'ER SHARE	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00				
<b>TOTAL DUE TO GOVERNMENT</b>	1,661.03	1,920.08	1,920.08	1,820.06	1,920.08	1,592.30	1,543.32	1,661.03	1,661.03				
	1	1	3	6	2	30	42	4	4				
	1,661.03	1,920.08	5,760.24	10,920.36	3,840.16	47,769.00	64,819.44	6,644.12	6,644.12				
<b>TOTAL LABOR COST PER HEAD PER MO.</b>	17,787.28	20,927.99	20,927.99	19,884.72	20,927.99	17,284.55	16,869.32	17,787.28	17,787.28				
<b>MULTIPLIED BY NO. OF PERSONNEL</b>	1	1	3	6	2	30	42	4	4				92
<b>TOTAL LABOR COST PER MONTH</b>	17,787.28	20,927.99	62,783.97	119,308.32	41,855.98	518,536.50	708,511.44	71,149.12	71,149.12				
<b>F. Cost of Tools, supplies &amp; materials)</b>						227,016.45							227,016.45



**BID FOR THE SUPPLIES, TOOLS AND EQUIPMENT as COMPUTED BY TWG**

**List and corresponding prices of supplies, tools and equipment**

PARTICULARS	Quantity	BTC	Clark	BTP	JH	Unit	Cost Per Unit	Total Cost of Equip/Supplies
<b>TOOLS AND EQUIPMENT</b>								
1 Floor Polisher Machine, brand new, heavy duty, Low speed, brush pad 16", 1HP, brush speed 200rpm, motor speed 1725	5	1	2	1	1	Unit	0	0
2 Misting Machine, brand new, color blue, 4 liters tank cap, electrically operated	5	2	2	1	-	Unit	0	0
3 Vacuum Cleaner, brand new, heavy duty, 30 liters cap, wet and dry	7	2	2	1	2	Unit	0	0
4 Mop squeezer(hardplastic), 36 liters capacity, color yellow	4	1	1	1	1	Unit	0	0
5 Squeegee, Stainless Steel Glass Window Squeegee with Detachable 12 Inch Blade 6.4 Inch	7	2	2	1	2	set	0	0
6 Push Cart (37 x 24 x 5.75 in, 660 lbs cap)	5	2	2	1	-	Unit	0	0
7 Hand trolley, 300 kg caps	2	1	1	-	-	Unit	0	0
8 Rake ( 5ft, no-slip grip)	4	1	1	1	1	pc.	0	0
9 Multi-Head System MHC1502 15 in. 55 volt Battery Edger/Trimmer Kit (Battery & Charge)	5	1	1	1	2	Unit	0	0
10 Grass Shears (Black, long handle)	8	2	2	2	2	pc.	0	0
11 Itak/Bolo, at least wooden handle, 10 inch, one sided blade)	8	2	2	2	2	pc.	0	0
<b>SUPPLIES &amp; MATERIALS (M)</b>								
1 Forward (Floor Cleaner Disinfectant) 5L/1.32 Gal)	16	6	6	2	2	gal.	1,078.58	17,257.28
2 Car air sanitation gel (Plastic container, 120ML)	60	30	24	6	-	bot.	398.86	23,931.60
3 Disinfectant solution (for misting), organic	10	4	4	2	-	gal.	770.00	7,700.00
4 Wax Stripper	9	4	4	1	-	gal.	771.15	6,940.35
5 Floor Sealer (1 Galoon/All types of floor; Vinyl, Rubber, linoleum)	7	3	3	1	-	gal.	2,370.16	16,591.12
6 Carpet Shampoo	3	2	1	-	-	gal.	385.00	1,155.00
7 Polishing Pad (white) - w/ Center Hole: Round; 16in	8	3	3	2	-	gal.	462.00	3,696.00
8 Polishing Pad (green) - w/ center hole; round; 16in	5	2	2	1	-	gal.	462.00	2,310.00
9 Polishing Pad (black) - single sided; 16 in	5	2	2	1	-	gal.	462.00	2,310.00
10 Toilet Bowl Cleaner	6	2	2	1	1	gal.	1,194.60	7,167.60
11 Powdered Soap	39	15	15	6	3	kg.	77.00	3,003.00
12 Hand Soap, w/ moisturer	39	10	20	6	3	bot.	146.30	5,705.70
13 Detergent Bar	3	-	-	3	-	bar	56.25	168.75
14 Rags/Pranella Cloth	15	6	5	2	2	y' ds.	115.50	1,732.50
15 Deodorant Cake	8	3	3	1	1	pack	36.25	290.00
16 Glass Cleaner	7	2	2	1	2	gal.	947.85	6,634.74
17 Fabric Conditioner, scented	10	3	3	2	2	gal.	385.00	3,850.00
18 Air Freshener	5	2	1	1	1	gal.	264.88	1,324.40
19 Furniture Polish	4	1	1	1	1	liter	539.00	2,156.00
20 Dishwashing Liquid	23	10	5	4	4	liter	235.35	5,413.05
21 Dishwashing Pad (one-sided)	8	2	2	2	2	pc.	46.20	369.60
22 Insecticide, water-based	17	8	5	4	-	can	492.80	8,377.60
23 Cloth Gloves	3	-	-	3	-	pair	77.00	231.00
24 Laundry Gloves	3	-	-	3	-	pair	77.00	231.00
25 Rubber Gloves	9	3	2	2	2	pair	77.00	693.00
26 Tissue Paper, double ply	248	100	100	24	24	roll	11.00	2,728.00
27 Paper Towel	145	50	50	15	30	pack	60.00	8,700.00
28 Trash Bag (XL) * 100/pack	40	20	10	5	5	pack	650.00	26,000.00
29 Trash bag (Med) * 100/pack	10	7	3	-	-	pack	238.00	2,380.00

PARTICULARS		Quantity	BTC	Clark	BTP	JH	Unit	Cost Per Unit	Total Cost of Equip/Supplies
<b>SUPPLIES &amp; MATERIALS (S)</b>									-
1	Mop Head (16 oz yellow yarn)	24	10	10	4	-	pc.	154.00	3,696.00
2	Mop Handle (Aluminum) (Red; 1.4 m)	19	8	8	3	-	pc.	431.20	8,192.80
3	Dust Mop Head (24 inch; cotton)	10	4	4	2	-	pc.	539.00	5,390.00
4	Dust Mop Handle (54 inch steel)	3	1	1	1	-	pc.	1,216.00	3,649.80
5	Dust Mop Frame ( 24 inch steel)	6	2	2	2	-	pc.	539.00	3,234.00
6	Dust Pan (hard plastic)	28	8	8	8	4	pc.	77.00	2,156.00
7	Stick Broom, Plastic Handle, 1.26 m long	32	8	8	12	4	pc.	98.96	3,166.72
8	Soft Broom	40	12	12	12	4	pc.	184.80	7,392.00
9	Toilet Bowl Brush with handle	12	6	4	2	-	pc.	100.10	1,201.20
10	Spray Bottle, plastic, 1 liter cap	24	12	5	5	2	pc.	260.26	6,246.24
11	Face Mask	18	6	3	6	3	box	107.80	1,940.40
12	Polishing Pad Holder (16 in w/bracket)	6	2	2	1	1	pc.	1,463.00	8,778.00
13	Polishing Brush (Abrasive, round)	2					pc.	1,463.00	2,926.00

<b>COST PER MONTH</b>	227,016.45
ADD: ADMIN COST (10%)	22,701.65
SUB-TOTAL	249,718.10
VAT (12%)	29,966.17
TOTAL COST PER MONTH	279,684.27
x 12 MONTHS	12
<b>TOTAL COST PER YEAR</b>	<b>3,356,211.24</b>

**REMARKS BY THE TWG:**

THE LIST AND COST OF SUPPLIES, TOOLS AND EQUIPMENT ARE COMPLETE AND WITHIN THE ABC SET BY BCDA.



BAC-G Secretariat, pls issue NOA.

**INTERNAL MEMO**Republic of the Philippines  
Office of the President**FOR THE CHAIRMAN AND MEMBERS OF THE BAC FOR GOODS**

From : THE TECHNICAL WORKING GROUP

Date : 12 April 2021

Subject : Report on the Post Qualification conducted on the Eligible Bidder for the Rebidding for the Procurement of Manpower Services for General Support and Janitorial Services for BCDA

**I. REFERENCE**

Pursuant to the provisions in Section 34 of the Revised Implementing Rules and Regulations of RA 9184, the Technical Working Group (TWG) of the Bids and Awards Committee (BAC) for Goods conducted a post qualification evaluation on 08 to 12 April 2021 to determine whether the eligible bidder - DBP Service Corporation (DBPSC), complies with and is responsive to all the requirements and conditions specified in the bidding documents for the **Rebidding for the Procurement of Manpower Services for General Support and Janitorial Services for BCDA.**

**II. VERIFICATION OF THE DOCUMENTS SUBMITTED AGAINST THE ORIGINAL**

The documents submitted, as enumerated in the Checklist of Requirements, were verified against the original copies. Based on our evaluation, the documents submitted are in accordance with the requirements as they are true and faithful copies of the original documents presented during the conduct of the post qualification.

<b>Required Documents</b>	<b>DBP Service Corporation (DBPSC) (for Lot 1)</b>
PhilGEPS Certificate of Registration under Platinum Membership	Platinum Membership PhilGEPS Reference No. 2001091551020351765 Validity: 10-July-2021
Valid Certificate of Registration with the Department of Labor and Employment (DOLE)	Certificate of Registration No: NCR-MPFO-78201-062619-5C1-R Date of issued: 26-June-2019 Validity: 25-June-2021
Registration certificate from Securities and Exchange Commission (SEC)	SEC Registration No. 127565 Registration Date: 18-Jul-1985 Amended date: 13 Jan-2009
Mayor's/Business permit issued by the city or municipality where the principal	Business Permit No. 11384 Issued by Makati City Validity: 31-Dec-2021

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place of business of the bidder is located.	
Tax clearance per E.O. 398, 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).	TCC No. LTS-126-03-05-0105-2021- E Date Issued: 05 Mar -2021 Validity: 05-Mar-2022  The Tax Clearance was also verified with the BIR website. See screenshot below (Sequence No. 775)

EFFECTIVE AUGUST 22, 2018, BIR HAS IMPLEMENTED THE REVENUE REGULATION NO. 18 - 2018 AMENDING SPECIFIC PROVISIONS OF REVENUE REGULATIONS NO. 8-2016 PARTICULARLY CERTAIN GUIDELINES ON THE PROCESSING OF APPLICATIONS FOR TAX CLEARANCE FOR BIDDING PURPOSES SIGNED BY CARLOS G. DOMINGUEZ, SECRETARY OF FINANCE, DATED JUNE 5, 2018.

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE  
RELEASED TAX CLEARANCE FOR BIDDING PURPOSES

March 1-31, 2021

SEQ. NO.	TIN	TAXPAYER'S NAME	TCC No.	DATE OF ISSUANCE			VALIDITY PERIOD		
				MM	DD	YYYY	MM	DD	YYYY
774	000 273 520 000	DBC MACHINERIES CORPORATION	TCC NO: 16 305 03 24 00259	03	24	2021	03	24	2022
775	000 157 412 000	DBPSERVICE CORPORATION	TCC NO: LTS 326 03-05-0105	03	05	2021	03	05	2022

To verify and evaluate the performance of the bidder the TWG conducted performance evaluation on the declared On Going Contracts and Single Largest Contract declared by DBPSC

On-Going Contract

**Statement/List of Ongoing Project/Contract:**

Total Amount: Php 495,717,993.59

**Includes contract with:**

**Client: Bases Conversion and Development Authority (BCDA)**

Name of Contract: General Support and Janitorial Services

Date of Contract: 5-Sept-2018

Contract Duration: 24 months

Contract Amount: P 37,773,580.80

Value of Outstanding Works: P1,573,899.20(extended on a month to month)

**Supported by**

Service Agreement between BCDA and DBPSC, duly notarized on 01 August 2018

**Validation of Contract and Performance Verification**

- The ongoing (extended) contract was verified by Engr. Reino Stephen Ayo, OIC for BCDA General Services Division. He verified the extension of services of existing manpower requirements for BCDA.

*Manuel L. Ayo*

*Abelardo*

- On DBPSC's performance in BCDA, Eng. Ayo said that he was very satisfied with the services rendered. As an example, requested relievers are provided on time and they are able to supply qualified personnel to address BCDA's manpower requirements for general support and janitorial services. He has not encountered any problem with DBPSC's services under his supervision of janitorial and driving services, including maintenance personnel under the GSD.

**Client: Ace Saatchi & Saatchi Advertising, Inc.**

Name of Contract: Janitorial Services

Date of Contract: March 09, 2020

Contract Duration: 12 months

Extended on a month to month

basis

Contract Amount: Php2,261,598.48

**Supporting Document**

Contract Agreement between Ace Saatchi & Saatchi Advertising, Inc., duly notarized on 09 March 2020

**Performance Verification**

- **Ms. Analyn Sanchez, Janitress** was interviewed via phone call and informed that DBPSC's services are satisfactory and remittances were made on time and their salaries are often given in advance. An employee can buy groceries and gift checks through a loan and they are not advised to pay it in full but on an installment basis so that they can still enjoy their take home pay. They are staying in the quarters of their office during this pandemic and the supervisor of DBPSC would visit them from time to time to address their concerns, if any. She stated "*hanga po ako sa DBPSC kasi na-aaddress agad nila ang mga problema namin.*"

**Client: Privatization and Management Office**

Name of Contract: Janitorial and Support Services

Date of Contract: January 09, 2020

Contract Duration: 4 months

Extended on a month to month

Contract Amount: Php2,390,403.32

*Manuel*


*Abel*

	<p><b>Supporting Document</b></p> <p>Contract of Service between Privatization and Management Office and DBPSC, duly notarized on 03 Nov 2020</p> <p><b>Performance Verification</b></p> <ul style="list-style-type: none"> <li>• <b>Ms. Mercedita Olita, Janitress</b>, was interviewed through a phone call and rated DBPSC's services as satisfactory. She noted that DBPSC administers payments and remittances on time such as SSS, PagIBIG, Philhealth and other mandatory benefits. Further, their salaries are given advance. Processing of loans through Pagibig and SSS are usually fast.</li> </ul> <p><b>Client: Advanced Science and Technology Institute (ASTI)</b>  Name of Contract: Manpower Services  Date of Contract: February 01, 2021  Contract Duration: 11 months  Contract Amount: Php36,858,745.04</p> <p><b>Supporting Document</b></p> <p>Contract Agreement between ASTI and DBPSC, duly notarized on 01 February 2021</p> <p>The details of the contract were verified by <b>Ms. Lester Mae Melendrez, Admin Officer V of ASTI</b> through a phone call interview and she also mentioned that DBPSC has been supportive to its employees. She cited that there was an incident when an employee had a motorcycle accident. DBPSC gave financial assistance to the employee. There were no problems regarding compensation and benefits.</p> <p><b>Additional Performance Verification</b></p> <ul style="list-style-type: none"> <li>• <b>Mr. Jeremias Villoria, Driver</b>, was interviewed through a phone call and said that DBPSC's performance was satisfactory and that all their mandatory benefits are remitted on time. He just wished that the company could also provide a health card or HMO.</li> </ul>
	<p><b>Client: Overseas Workers Welfare Administration (OWWA)</b></p>

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	<p>Name of Contract: Janitorial and Other Support Services  Date of Contract: February 01, 2021  Contract Duration: 11 months  Contract Amount: Php41,230,651.27</p> <p><b>Supporting Document</b></p> <p>Contract Agreement between OWWA and DBPSC, duly notarized on 01 February 2021</p> <p>The details of the contract were verified by <b>Mr. Vincent Co, a Clerk, Procurement Department and BAC of OWWA</b> through a phone call interview and rated DBPSC's services as satisfactory in terms of compensation and mandatory benefits remittances. DBPSC has been their client for the past ten (10) years,</p> <p><b>Additional Performance Verification</b></p> <ul style="list-style-type: none"> <li>• Mr. Reyman Caneza, Maintenance Personnel (Carpenter), was interviewed through a phone call. He said that the release of their salaries are mostly advanced. The mandatory benefits are remitted on time and that the processing of their loans are usually attended to.</li> </ul>
<p><b>Single Largest Completed Contract</b></p> <p>A Statement of at least one (1) COMPLETED government or private contracts which is similar in nature having a value of at least fifty (50%) of the Approved Budget for the Contract (ABC).</p>	<p><b>SLCC:</b></p> <p><b>Name of Client: Bases Conversion and Development Authority (BCDA)</b></p> <p><b>Name of Contract: Manpower Services for General Support and Janitorial Services</b></p> <p><b>Date of Contract: 01 August 2018</b></p> <p><b>Contract Amount:</b>  Php 37,773,580.80</p> <p><b>Supported by the following documents:</b></p> <p>Certification which states that DBPSC has satisfactorily completed the original contract with BCDA dated 04 September 2020 and duly signed by Mr. Patrick Roehl C. Francisco the Vice President for Human Resource Management.</p> <p>Service Agreement between BCDA and DBPSC, duly notarized on 05 September 2018</p>

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<b>Performance Verification</b>	<p><b>Clemente Zaragosa, Utility Personnel, BTP, General Services Department of BCDA</b></p> <ul style="list-style-type: none"> <li>Satisfied with the performance of DBPSC. His salary is always on time and they are responsive to his concerns.</li> </ul>
	<p><b>Henrich Samson, Mechanic Driver, General Services Department of BCDA</b></p> <ul style="list-style-type: none"> <li>Satisfied with DBPSC service because salary is on time and sometimes, even advanced.</li> <li>His only concern is that DBPSC is not deducting his SSS salary loan, although he informed them before.</li> </ul>
	<p><b>Dennis Nacita, Light Vehicle Driver, General Services Department of BCDA</b></p> <ul style="list-style-type: none"> <li>Satisfied with the performance of DBPSC. The agency is able to administer their pay on time.</li> </ul>
	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>DBPSC supports its BCDA-based personnel who were affected by COVID-19 since the start of the pandemic. This includes providing financial assistance in the amount of P3,000/personnel.</li> </ul>

### III. COMPLIANCE TO TECHNICAL REQUIREMENTS

Based on the submitted Technical Specifications Form, DBPSC is compliant to all BCDA requirements for the **Rebidding for the Procurement of Manpower Services for General Support and Janitorial Services for BCDA**. These include, among others, the following:

- General terms and conditions as stated in the TOR.
- Billings.
- Contributions to pertinent agencies.
- Monthly cost components such as direct labor costs, remittances/contributions to government institutions, VAT and allowance for profit.
- Work/schedule of requirements.

### IV. FINANCIAL REQUIREMENT COMPLIANCE

The eligible bidder has complied with the financial requirements. Based on TWGs' verification of their **Audited Financial Statements for 2019** stamped received by the Bureau of Internal

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Revenue (BIR) on 11 June 2020, the results of computations show that the eligible bidder is financially liquid and in sound position to sustain the operating cash flow requirement for this project.

COMPUTATIONS	DBP Service Corporation
<p align="center"><b>NET FINANCIAL CONTRACTING CAPACITY (NFCC)</b></p> <p align="center">Formula:</p> <p align="center"><i>NFCC = K (current asset – current liabilities) X 15 minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started</i></p>	<p align="center"><b>NFCC</b></p> <p align="center">Current Asset- Current Liabilities x 15 (multiplier) - List of All On-going project</p> <p align="center">(928,191,022.00-782,971,407.00) x15-495,717,993.59</p> <p align="center"><b>Php 1,682,576,231.42</b></p>
<p align="center"><b>LIQUIDITY RATIO</b></p> <p align="center">Formula:</p> <p align="center"><i>Current Ratio = Current Assets ÷ Current Liabilities</i></p> <p>A current ratio that is better than 1 to 1 is considered good. The higher the ratio, the better the financial position of the company.</p>	<p align="center">928,191,022.00 ÷ 782,971,407.00</p> <p align="center"><b>Current Ratio</b> 1.19 to 1</p>
<p align="center"><b>STATEMENT OF COMPREHENSIVE INCOME/LOSS</b></p> <p align="center">Formula:</p> <p align="center"><i>Income Less Expenses</i></p>	<p align="center">184,010,896.00 - 146,197,159.00</p> <p align="center"><b>Net Income</b> 37,813,737.00</p>

#### V. OTHER REQUIREMENTS AND PHOTO DOCUMENTATION OF POST QUALIFICATION

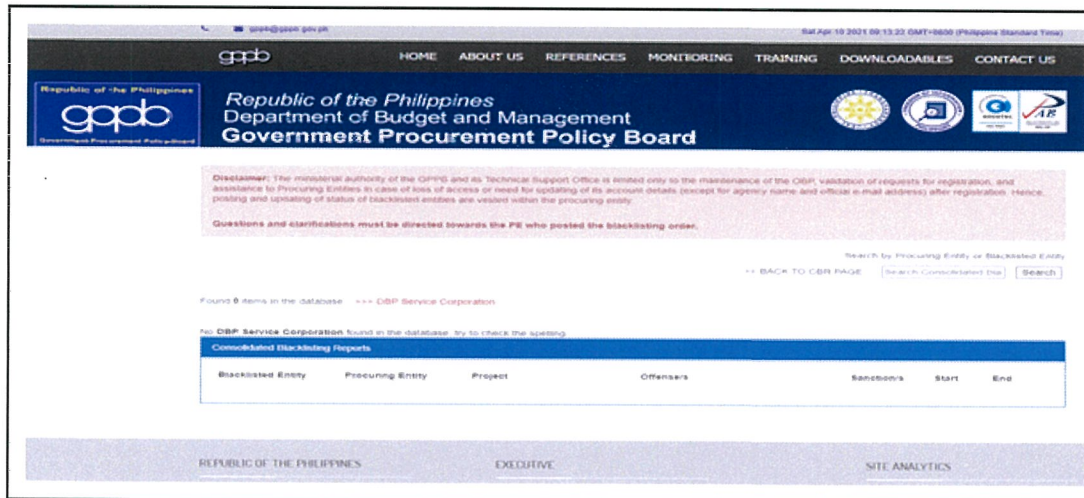
V.1 The latest Income and Business Tax Returns for the last six (6) months preceding the date of the bid submission were also submitted by DBPSC during the conduct of the post qualification evaluation:

- Monthly Value-Added Tax Declaration (Form 2550-M);
- Quarterly Value-Added Tax Return (Form 2550-Q); and,
- Quarterly Income Tax Return (Form 1702Q).

V.2 DBPSC is not “blacklisted” as verified in the list of “Blacklisted Suppliers” of GPPB’s website, see screenshot below.

*Manuel del*

*gblano*



GPPB list of Blacklisted Entities as of 10 April 2021 is hereto attached as “Annex A”.

V.3 DBPSC also submitted the following documents:

- Latest proof of remittances for mandatory employee benefits and contributions:
  - ❖ SSS Contributions
  - ❖ PhilHealth Contributions
  - ❖ HDMF Contributions
- Copy of Certificate of Registration No. NCR-MPFO-78201-062619-501-R issued by the Department of Labor and Employment (DOLE) valid until 25 June 2021.
- Copy of ISO 9001:2015 Certificate issued by Bureau Veritas Certification Holding SAS-UK Branch (Scope of certification: Recruitment, Processing, Deployment and Post Deployment Services of Local Assigned Staff/Employees within NCR)-Certificate No. IND.20.7207/QM/U. Said certification will expire on 06 February 2023.

V.4 DBPSC submitted a copy of their Housekeeping Plan for janitorial/utility personnel use. The Housekeeping Plan comprise the following:

- Management Plan (Areas of Operations, Deployment of Personnel, Routine Operation, Time frame Chart)
- General Maintenance Procedures
- Cleaning Supplies, Tools, and Equipment

V.5 Photo documentation of post qualification conducted and documents submitted, attached herewith as “Annex B”.

## VII. FINDINGS AND RECOMMENDATION

The eligible bidder **DBPSC**, has complied with and is responsive with all our Legal, Technical, Financial and Post-Qualification requirements. Thus, we, the TWG, recommend the approval of the following:



1. To declare **DBP Service Corporation (DBPSC)** as the Single Calculated and Responsive Bid for the **Rebidding for the Procurement of Manpower Services for General Support and Janitorial Services for BCDA under a two-year contract**; and,
2. To award the contract to **DBPSC** for the **Rebidding for the Procurement of Manpower Services for General Support and Janitorial Services for BCDA** in the amount of **Twenty Seven Million One Hundred Ninety-Eight Thousand Five Hundred Seventy-Eight Pesos and 64/100 Only (Php27,198,578.64)** inclusive of all applicable taxes, charges, duties and fees


We submit herein the above evaluation and recommendation to the Committee for consideration.

**The Technical Working Group (TWG)**


  
**ELMER C. ELIZAGA**  
Member

  
**VICENTA M. NATIVIDAD**  
Member

  
**MA. KIAA. ADVINCULA**  
Provisional Member

  
**MERLE GAY D. ROSETE**  
Provisional Member

  
**MA. PERPETUA SOCORRO B. VILLAPANDO**  
Provisional Member

  
**ALMIRA S. CLARIANES**  
Head, TWG