

BIDS AND AWARDS COMMITTEE FOR GOODS (BAC-G)

**PROCUREMENT OF ADDITIONAL SIXTY (60) LICENSES OF GOOGLE WORKSPACE
(GWS) ENTERPRISE STARTER LICENSE SUBSCRIPTION
THROUGH REPEAT ORDER**

RESOLUTION NO. BG-2024-025

WHEREAS, the Bases Conversion and Development Authority (BCDA), through its Information and Communications Technology Department (ICTD), intends to procure the **Additional Sixty (60) Licenses of Google Workspace (GWS) Enterprise Starter License Subscription through Repeat Order** pursuant to Section 51 of Article XVI of Republic Act (RA) No. 9184 and Article V (B) of Annex H Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184;

WHEREAS, BCDA has been using the Google Workspace Platform since 2017. The current contract (2023-2024) was awarded to ePLDT, Inc. through Competitive Bidding and to date, 359 out of 360 GWS Enterprise Starter licenses were already assigned across the BCDA work force;

WHEREAS, the Google Workspace of Google is an essential tool for BCDA's online collaboration, messaging and video conferencing functions that are needed for continued productivity and communication amongst BCDA personnel and its stakeholders. The included applications and tools within Google Workspace like the email system are considered as an integral part of how BCDA does its business, hence, continued use of the system is a must.

WHEREAS, ICTD in coordination with Human Resource Management Department (HRMD), in anticipation of the hiring of BCDA's personnel, found that there is a need to procure additional GWS Enterprise Starter licenses;

WHEREAS, in the 10 May 2024 memorandum of ICTD, the Executive Vice President approved the **Procurement of Additional Sixty (60) Licenses of Google Workspace (GWS) Enterprise Starter License Subscription through Repeat Order** with an approved budget in the amount of Pesos: **Three Hundred Fifty Seven Thousand Eight Hundred Forty and 00/100 (PhP357,840.00)**, inclusive of VAT and all applicable taxes and fees;

WHEREAS, a Pre-Procurement Conference was held on 24 June 2024, wherein BAC-G approved the recommendation of the ICTD to proceed with the Procurement of Additional Sixty (60) Licenses of Google Workspace (GWS) Enterprise Starter License Subscription through Repeat Order;

WHEREAS, since the project was awarded to ePLDT, Inc. through Competitive Bidding on 18 January 2024, the additional 60 licenses can be procured through Repeat Order pursuant to Section 51 (a) (c) and (d) of Article XVI of Republic Act (RA) No. 9184 and Article V(B)(1) of Annex H Consolidated

Guidelines for the Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184, which states that:

“Section 51. Repeat Order.

Sec. 51. Repeat Order. - When provided for in the Annual Procurement Plan, Repeat Order may be allowed wherein the Procuring Entity directly procures Goods from the previous winning bidder whenever there arises a need to replenish goods procured under a contract previously awarded through Competitive Bidding, subject to post-qualification process prescribed in the Bidding Documents and provided all the following conditions are present:

- (a) The unit price must be equal to or lower than that provided in the original contract;*
- (b) The repeat order does not result in splitting of requisitions of purchase orders;*
- (c) Except in special circumstances defined in the IRR, the repeat order shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract; and,*
- (d) The repeat order shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract.” and*

“Article V. Specific Guidelines, Section B. Repeat Order

1. Definition. Repeat Order is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods subject to the following conditions::

- (a) The goods were procured under a contract previously awarded through Competitive Bidding;*
- (b) Unit price must be the same as or lower than those in the original contract, provided that such prices are still the most advantageous to the government after price verification;*
- (c) The repeat order will not result in splitting of contracts, requisitions, or purchase orders, as approved for in Article IV(B) of these guidelines;*
- (d) Except in cases duly approved by the GPPB, the repeat orders shall be availed of only within six (6) months from the date of the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period;*
- (e) The repeat order shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract. In order not to exceed the 25% threshold, the goods under the original contract must be:*

- (i) Quantifiable;
- (ii) Divisible; and
- (iii) Consisting of at least four(4) units per item."

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 award the contract to **ePLDT, Inc.** for the **Procurement of Additional Sixty (60) Licenses of Google Workspace (GWS) Enterprise Starter License Subscription through Repeat Order** in the amount of Pesos: **Two Hundred Thirty Eight Thousand Five Hundred Sixty and 00/100 (Php238,560.00)**, inclusive of VAT and all applicable taxes and fees;
2. To direct the Information and Communications Technology Department (ICTD), as the end-user unit, to furnish the BAC-G with copies of the duly conformed Notice of Award, Notice to Proceed, and signed agreement/contract.

RESOLVED, at the BCDA Corporate Center Office, Bonifacio Global City, Taguig City, this **26 June 2024**.


BIDS AND AWARDS COMMITTEE FOR GOODS (BAC-G)


ATTY. ELVIRA V. ESTANISLAO
Chairperson


LEILANI B. MACASAET
Vice Chairperson


MARIA JOSEFINA V. PE
Member


ATTY. MARICEL C. SANTOS
Member


ATTY. MARIA CELINE ERIKA A. LABRADOR
Member

Approved by:


HEDDA Y. RULONA
Officer-in-Charge, Executive Vice President