



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

2014 ACCOMPLISHMENT REPORT

In 2014, the Senate Bids and Awards Committee (BAC) conducted competitive biddings for 24 regular services and other items. The corresponding BAC Resolutions were prepared and subsequently approved by the Office of the Senate President.

The BAC conducted pre-procurement conferences, advertisement, and pre-bidding conferences for two (2) projects which are the biggest contracts so far that the Senate will procure. The equipment are not off-the-shelf items and are served by limited number of suppliers. These are:

1. One (1) lot Supply, delivery and installation of Compartmental Type Pad Mounted Transformer and Other Electrical Components, with an approved budget amounting to Php 30,000,000.00; and
2. One (1) lot Supply, delivery and installation of Water Cooled Magnetic Bearing Centrifugal Chiller System, with an approved budget amounting to Php 51,000,000.00.

On the same year, the renovation of the BAC Secretariat office was completed in response to the challenge of a more professional and spacious area that can better serve clients from both the Senate and the bidders.

I. ACCOMPLISHMENTS

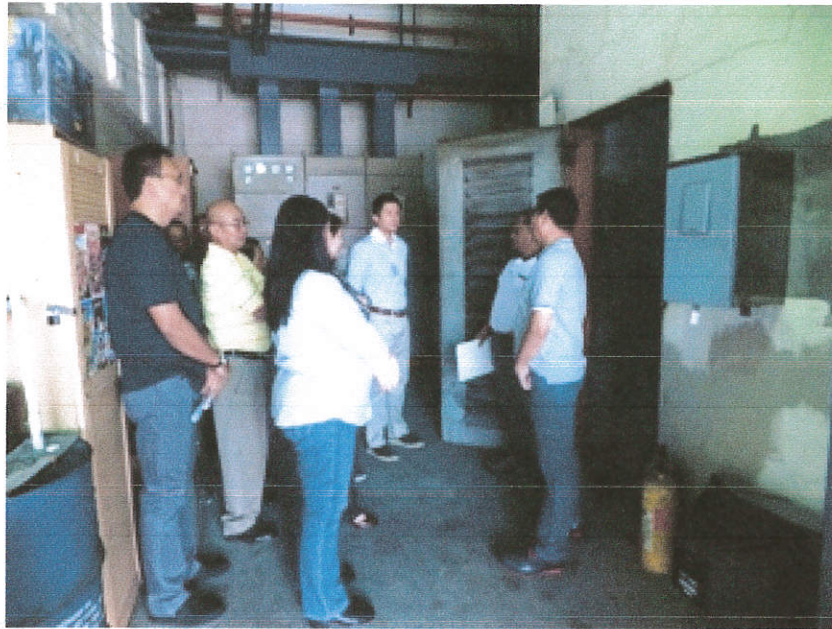
In 2014, the BAC accomplished the following:

A. Public bidding for ONE (1) LOT SUPPLY, DELIVERY AND INSTALLATION OF COMPARTMENTAL TYPE PAD MOUNTED TRANSFORMER AND OTHER ELECTRICAL COMPONENTS (ABC- Php30,000,000.00)

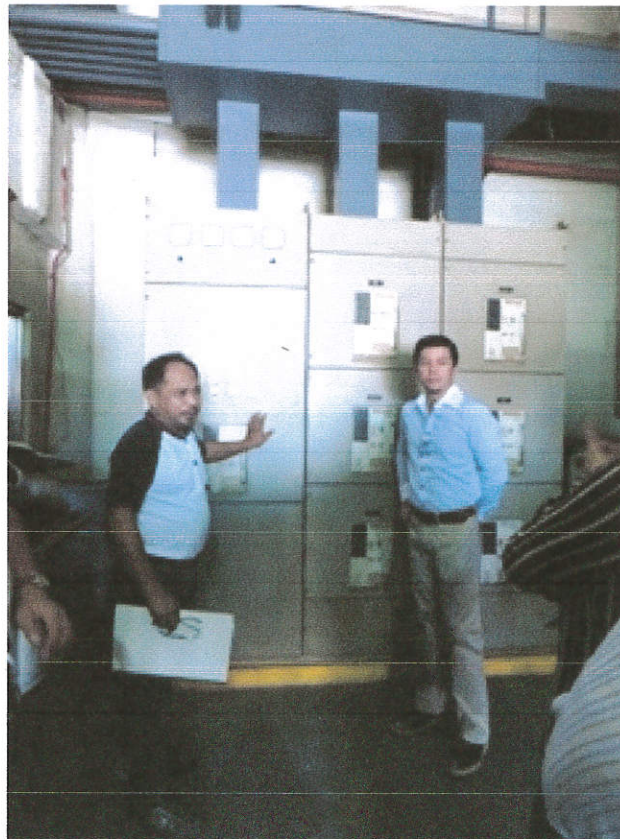
Pursuant to the need to increase the power load requirement of the Senate, the BAC conducted a total of five (5) pre-procurement conferences for the aforementioned project which started on October 15, 2014. Advertisement was posted on the Philippine Daily Inquirer (PDI) on November 27, 2014, PhilGEPS on November 22-28, 2014 and simultaneously posted at the Senate website and bulletin board. Taking into account the budget involved and the technical nature of the project, the committee resolved to conduct three (3) pre-bidding conferences which commenced on December 3, 2014. This was done to give interested bidders the opportunity to clarify matters pertaining to the Terms of Reference, plans, Instruction to Bidders, Bid Form and other queries related to the implementation of the project. It was also a means to assist bidders to sufficiently prepare their bids.

The BAC recommended the creation of a Technical Working Group (TWG) which was tasked to evaluate the proposals of participating bidder/s. One of the seven (7) members of the TWG is a representative from the Institute of Integrated Electrical Engineers (IIEE).

The BAC conducted an ocular inspection on September 4, 2014 at the Senate Powerhouse where the existing transformer and chiller systems are located. The walk-through and briefing were conducted by the Electrical Section of the Maintenance and Physical Facilities Service (MPFS) and the Maintenance and General Services Bureau (MGSB).



Briefing by Engr. Daniel Esteban (MPFS) and Dir. Arnold Vistan (MGSB) at the transformer and primary meeting room. In photo are Mr. Roberto Red (BAC Secretariat), Atty. Katherine Faye Dizon (BAC Member), Engr. Jaime Galleta, Atty. Tina Cruz partly hidden) and Atty. Arnel Jose S. Bañas, BAC Chairman.



BAC members inspected the low-voltage switchgear. Shown in the photo are Engr. Esteban and the BAC Chairman.



Photo showing the high voltage side of existing 2.5MVA transformer. Note the oil leaks from said unit due to normal wear and tear.



The BAC also inspected the emergency standby generator set.

B. PUBLIC BIDDING FOR ONE (1) LOT SUPPLY, DELIVERY AND INSTALLATION OF WATER COOLED MAGNETIC BEARING CENTRIFUGAL CHILLER SYSTEM (ABC-Php51, 000,000.00)

The Office of the Senate President also approved the purchase of an additional chiller system needed to augment the existing units installed at the Senate. The BAC conducted a total of two (2) pre-procurement conferences that started on October 23, 2014. The project was advertised in the PDI on

December 3, 2014, the PhilGEPS on November 28 to December 4, 2014, and simultaneously posted at the Senate website and the Senate bulletin board on the same period. The BAC also scheduled the holding of three (3) pre-bidding conferences which commenced on December 16, 2014.

Similar to the transformer project, the committee recommended the creation of a TWG for the chiller system consisting of seven (7) personnel including a representative from the Philippine Society of Mechanical Engineers (PSME).



Photo showing repair and installation of existing compressor motor of chiller no. 2 as witnessed by the BAC members during the site inspection.

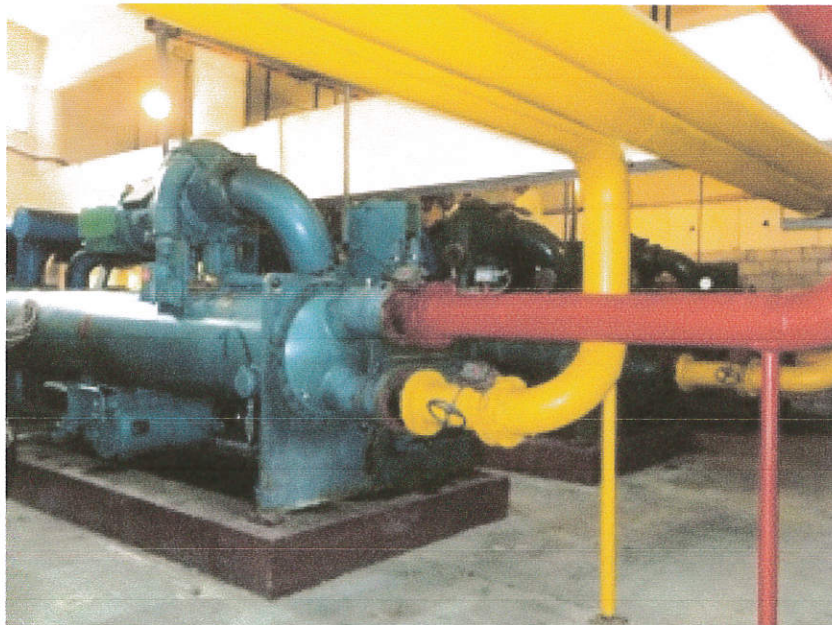


Photo showing the existing 3 units, 360TR York chillers (aircon system).



Photo showing the BAC members inquiring on the proposed location of additional 659TR chiller. Responding to queries of Atty. Bañas and Atty. Valentina Cruz (BAC Vice-Chairman) were Dir. Vistan and Engr. Esteban. Also in photo are Atty. Faye Dizon, Service Chief, Engr. Cliburn Cadiente, Rose de Castro, Head, BAC Secretariat and staff from MPFS.



Bureau Dir. Arnold Vistan and Engr. Esteban giving the briefing during inspection of the cooling towers which are also part of the chiller system and which are to be replaced. Also in the photo are Service Chief Engr. Cliburn Cadiente and Assistant Service Chief, Engr. Jaime Galleta.



Inspection of the condenser pump room where 4 condenser pumps are located.

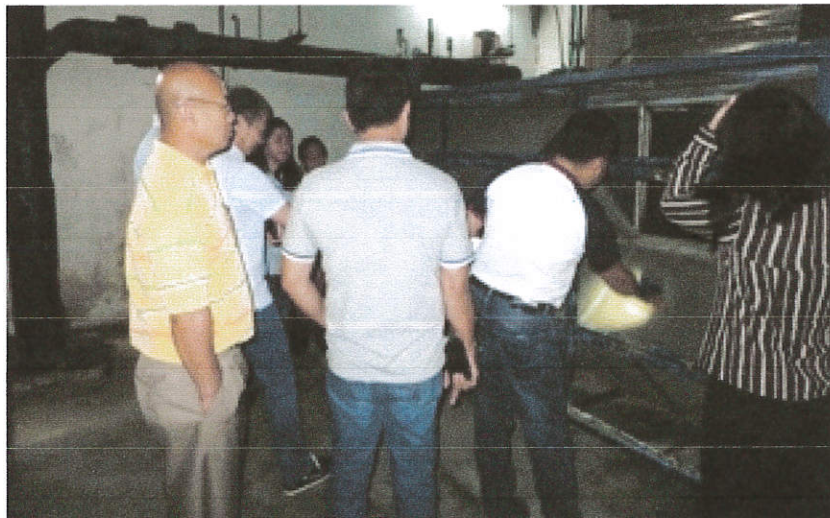
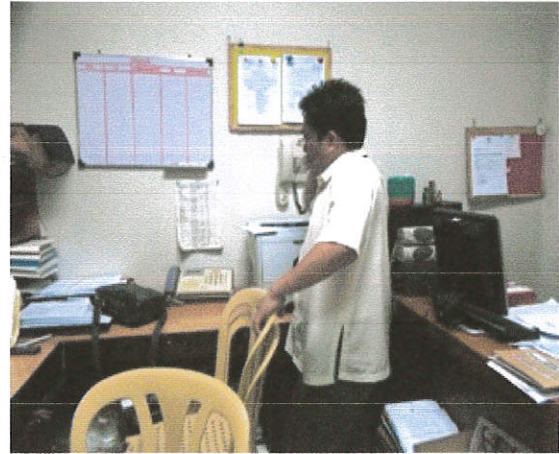
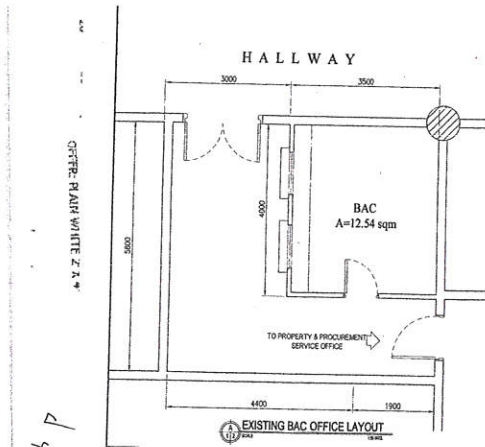


Photo shows the BAC members inspecting the air handling units located at the 2nd Floor of the Senate with Engr. Jaime Galleta, Dir. Cristino Franco (BAC member), Engr. Esteban and members of the BAC.

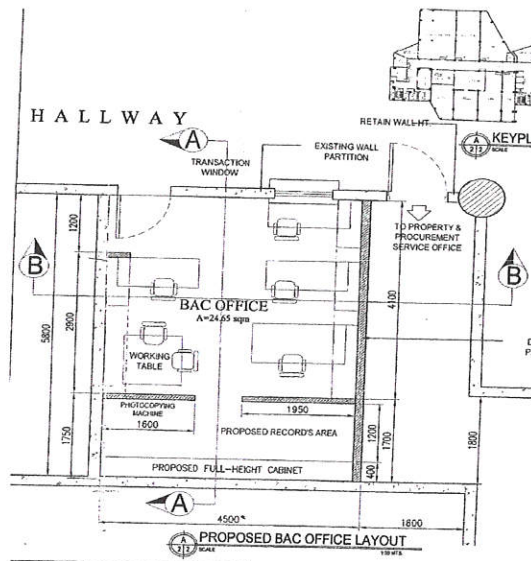
C. RENOVATION OF THE BAC SECRETARIAT OFFICE

The BAC Secretariat Office which is located at the entrance of the Property and Procurement Service has an area of 12.54 sq. m. and accommodated four (4) employees including the Head, BAC Secretariat, and one (1) or two (2) interns performing on-the-job training with the said office during certain months of the year. With the support of the BAC Chairman and members of the committee, the BAC Secretariat office was renovated in October 2014 and now occupies 24.65 sq. m. The main purpose of said renovation is to provide the BAC Secretariat personnel more space in order to further improve personnel motivation, efficiency and productivity. The additional space has accommodated the necessary office furniture for both employees and interns. It also provided ample space for BAC records and photocopying machine and provision for future requirements of the said workplace.

The new BAC Secretariat office is simple yet more conducive for work, displaying a professional look which is a radical upgrade from the compressed space it previously occupied.



The former BAC Secretariat office



The new BAC Secretariat office

D. PUBLIC BIDDING OF REGULAR SERVICES AND OTHER ITEMS

For 2014, the BAC conducted a total of 108 pre-procurement conferences for services such as general housekeeping, subscription to cable television, supply of spare parts, fast moving items and accessories, rental of photocopying machines, chiller system, and transformer, among others. The BAC meticulously reviewed and evaluated the purchase requests, terms of reference/scope of works and specifications and other supporting documents required for bidding of services and goods in accordance with RA 9184.

A total of 24 services and other items were advertised in the Philippine Daily Inquirer and the PhilGEPS and posted at the Senate bulletin boards on various dates per Sec. 21, Art. VII of the IRR, R.A. 9184.

There were 35 pre-bidding conferences conducted by the BAC in 2014 to explain to interested bidders the bidding procedures and clarify concerns of both the committee and the bidders on the scope of work and specifications of the undertakings.

The BAC recommended to award the following services and other items which were subsequently approved by the Office of the Senate President.

| SERVICES AND OTHER ITEMS | SERVICE PROVIDER |
|---|--|
| 1. CY 2015 Subscription to Local/International Newspapers & Magazines | Goldenrey Marketing |
| 2. CY 2015-2017 Supply of Shuttle Bus Service consisting of three (3) buses | MG Pacific Trans. Corporation |
| 3. CY 2015-2017 Rental of eight (8) units Drinking Fountain | Phil. Amusement Enterprises Inc. |
| 4. CY 2015-2017 Hauling & Disposal of Garbage using a compact type garbage truck with at least 10 cu. m. capacity | Basic Environmental Systems Technologies Inc. |
| 5. CY 2015-2017 Rental of 64 units Photocopying Machine | E-Copy Corporation |
| 6. CY 2015-2017 General Housekeeping & Other Related Services for the Senate of the Philippines | Philcare Manpower Services |
| 7. CY 2015-2017 Provision for technical services, labor, spare parts, tools & equipment in the maintenance & repair of Senate vehicle aircon system | Patrick Mark Car Care Center |
| 8. CY 2015-2017 Supply of labor, tools, materials, equipment & supervision of water treatment program for the three (3) units cooling tower | Aquasolv Philippines Inc. |
| 9. CY 2014-2016 Subscription to Cable Television (CATV) | Skycable Corporation |
| 10. CY 2015 Supply & installation of guaranteed 20Mbps broadband internet connection | Philippine Global Communications Inc. |
| 11. Supply of furniture & fixtures for five (5) meeting rooms, 5 th floor | Vedula Enterprises, Inc. |
| 12. Supply & delivery of 2 units Mitsubishi L300 FB (white) | Union Motor Corporation |
| 13. Supply & delivery of broadcasting equipment consisting of six (6) line items | Solid Video Corp./ Avid Sales Corp. |
| 14. Supply & delivery of carpentry materials for in-house repair & repainting works of MPFS for 2014 consisting of 74 line items | Uptown Industrial Sales/ Viva Sales Enterprises |
| 15. Supply & delivery of Websense Web Filter (800 seat license) with Security Filtering | Solutions Partner, Inc. |
| 16. Supply & delivery of 150 units desktop computers & 107 UPS | Columbia Technologies, Inc. |
| 17. Supply & installation of Fire Alarm System Devices, Termination, Programming, Testing & Commissioning to the Senate, GSIS Building & its Extension Offices | Avesco Marketing Corporation |
| 18. Supply of ceiling boards & additional tee runners at the hallways, elevator lobbies, committee rooms, session hall, Executive Lounge & Senators' Lounge, from 2 nd to 6 th floor, Cores A&B Senate Building | MCR Unica Inc. doing business under the name & style of MCR Builders |
| 19. Supply & delivery of various inks & toner cartridges for 4 th Quarter stock & issue supplies consisting of 70 line items | Solid Business Machines Center Inc. |
| 20. Supply & delivery of two (2) units Toyota Innova | Toyota (Bicutan) |
| 21. Supply & delivery of two (2) units commuter van | Toyota (Bicutan) |
| 22. Supply & delivery of gunpowder and eight (8) line items | Nashe Enterprises/ P.B. Dionisio & Co., Inc. |
| 23. Printing & binding of "Record of the Senate" | EC Tec Commercial |

Two (2) contracts were renewed in 2014, namely, 2014 Internet Subscription (per GPPB Res. 03-2011, Guidelines on Procurement of Water, Electricity, Telecommunications and Internet Service Providers), and CY2015 Hospitalization Benefit for Senate Employees under the same terms and conditions stipulated in the CY2013 contract. On the other hand, a negotiated procurement under two-failed biddings was approved for the CY2015 Subscription to Local/International Journal and Review.

Also, two (2) contracts, namely, CY2014-2016 Subscription to Cable Television and the Supply of labor, tools, materials, equipment, supervision for the installation of two (2) units BAC cooling tower Model 3373 CTI certified factory mutual approved crossflow single cell capable of 360TR of water from 98F to 88F/82F designed wet bulb temp with complete accessories 20HP fan motor, were approved to be procured through Direct Contracting.

The contract for 2015 supply and delivery of spare parts, fast moving items and accessories was extended on a monthly basis until a new contract is awarded.

Further, per record of the BAC Secretariat, 19 Purchase Orders and Job Orders for public bidding on various items/ projects were prepared and likewise approved.

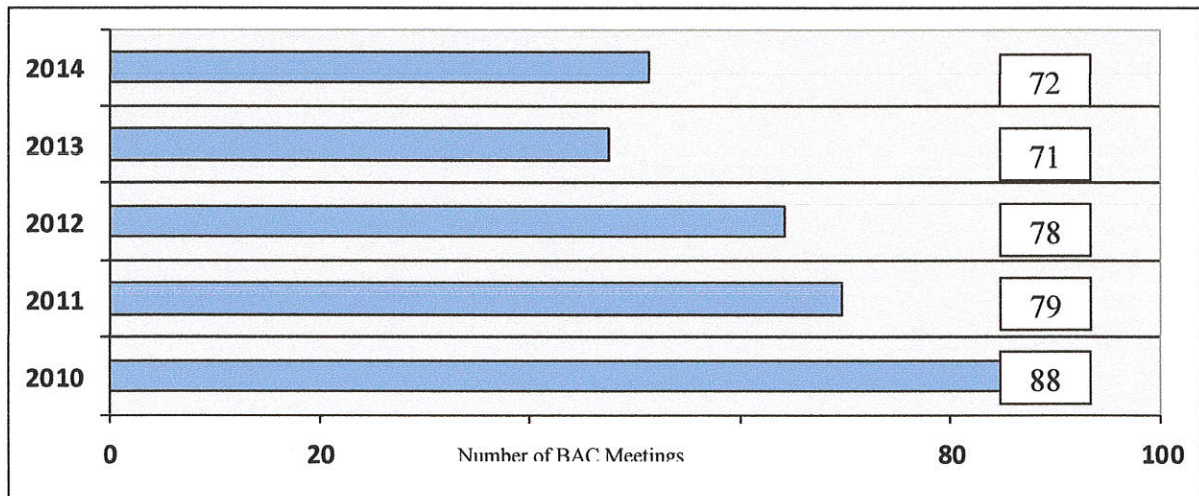
Alternative Mode of Procurement (AMP)

In 2014, the BAC acted on 239 various requests broken down as follows:

- 174 items were procured through “Shopping”
- 22 were purchased through negotiated procurement with Procurement Service- Department of Budget & Management (PS-DBM)
- 7 items procured through Direct Contracting
- 30 for Small Value Procurement
- 6 which were either returned to end-user for mandatory review or procured through petty cash

E. Meetings of the BAC

The BAC conducted a total of 72 meetings in 2014 as shown in the graph below:



The pre-procurement conferences and pre-bidding conferences were attended by end-users and other interested parties. In the same meetings, the committee discussed the specifications and bidding procedures. The opening of bids was witnessed by concerned bidders and end-users.

Observers were also invited to attend the meetings of the BAC pursuant to Sec. 13 of IRR, R.A. 9184. The following organizations regularly receive invitations to BAC meetings, namely- Philippine Chamber of Commerce and Industry, Transparency and Accountability Network, Procurement Watch, Inc., Makati Business Club, and Catholic Bishops’ Conference of the Philippines-LAIKO.

F. Income of the BAC

For 2014, from the record furnished by the Legislative Accounting Service, the Senate Bids and Awards Committee generated a total of Three Hundred Six Thousand One Hundred Two Pesos and One Centavo (Php306,102.01) representing the sale of bid documents.

| MONTHLY INCOME FOR 2014 | |
|-------------------------|-------------------|
| MONTH | AMOUNT (in Pesos) |
| January | - |
| February | 1,000.00 |
| March | 4,027.40 |
| April | - |
| May | 3,400.00 |
| June | - |
| July | 13,134.00 |
| August | 2,114.98 |
| September | 14,174.50 |
| October | 174,751.13 |
| November | 500.00 |
| December | 93,000.00 |
| TOTAL | 306,102.01 |

For the 10-year period (CY2005-2014), the BAC has earned a total income of One Million Seven Hundred Thirty-three Thousand Four Hundred Sixteen Pesos and Thirty-three Centavos (Php1,771,446.33) from the sale of bidding documents, payment of protest fees, and copy of Minutes of BAC Meeting. Proceeds were remitted to the Bureau of Treasury by the Legislative Cash Management Service. All figures were furnished by the Legislative Accounting Service.

| YEAR | SALE OF BIDDING DOCS | PROTEST FEES | MINUTES OF BAC MEETINGS | SUB-TOTAL |
|--------------|----------------------|--------------|-------------------------|-------------------------|
| 2005 | Php 30,400.00 | | | Php 30,400.00 |
| 2006 | 42,900.00 | | | 42,900.00 |
| 2007 | 52,460.00 | | | 52,460.00 |
| 2008 | 205,000.00 | | | 205,000.00 |
| 2009 | 147,662.00 | | | 147,662.00 |
| 2010 | 224,821.93 | 8,000.00 | 30.00 | 232,851.93 |
| 2011 | 186,505.40 | 30,000.00 | | 216,505.40 |
| 2012 | 283,370.99 | | | 283,370.99 |
| 2013 | 254,194.00 | | | 254,194.00 |
| 2014 | 306,102.01 | | | 306,102.01 |
| TOTAL | | | | Php 1,771,446.33 |

G. AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN (APP)

In 2014, the BAC recommended a total of 19 amendments to the PMPs mostly from the offices of Senators and reflected in the Senate Annual Procurement Plan (APP) by the BAC Secretariat. The updated APP was submitted to the Office of the Senate President for approval in consonance with Sec. 7 (Procurement Planning and Budgeting Linkage) of the IRR, RA 9184.

H. INTERNSHIP

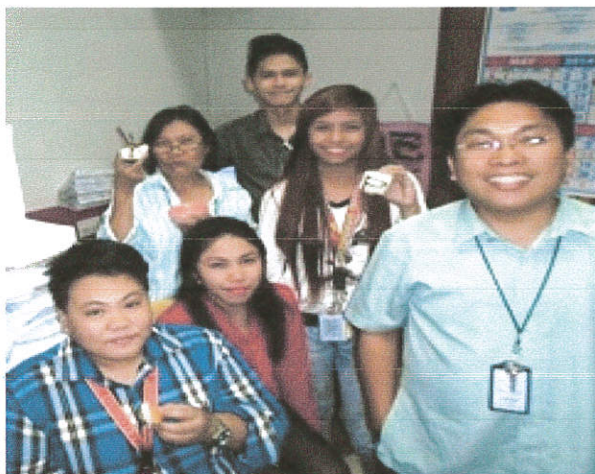
In order to assist the BAC Secretariat in the performance of its tasks, the BAC welcomed a total of 10 interns from different colleges to undertake their on-the-job trainings for 2014, as follows:

| NAME | SCHOOL | NO. OF HRS. | PERIOD OF INTERNSHIP |
|-----------------------------|---|-------------|---------------------------------|
| 1. Deserie R. Manforte | Lyceum of the Phil. University | 300 | April 7 to May 29, 2014 |
| 2. Mark Lester M. Salonga | ACCESS Computer & Technical College | 300 | April 7 to May 29, 2014 |
| 3. Mary Grace V. Parilla | Polytechnic University of the Philippines | 300 | April 22 to June 18, 2014 |
| 4. Cherrelyn Bohawe | St. Dominic College of Asia | 150 | June 2 to July 2, 2014 |
| 5. Kristalyn B. dela Cruz | St. Dominic College of Asia | 150 | June 2 to July 2, 2014 |
| 6. Apple Joy A. Albero | St. Dominic College of Asia | 500 | June 25 to Sept. 25, 2014 |
| 7. Amelia D. Magnaye | PUP (Paranaque) | 600 | Nov. 17, 2014 to March 26, 2015 |
| 8. Nicolas Dave S. Casing | PUP (Paranaque) | 600 | Nov. 17, 2014 to April 13, 2015 |
| 9. Antonette Jane T. Agnas | Camarines Sur Polytechnic College | 240 | Dec. 9, 2014 to Feb. 9, 2015 |
| 10. Mary Mhiyuki F. Baldoza | Camarines Sur Polytechnic College | 240 | Dec. 9, 2014 to Feb. 9, 2015 |

The students were given orientation on the procurement law and the IRR 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 office 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 fax machine and the photocopier. Two (2) interns had the opportunity to attend a forum conducted by the Department of Foreign Affairs (DFA) with the BAC Chairman as part of their exposure on the actual programs conducted by a government agency.



Photo showing interns Ms. Deserie Manforte from Lyceum of the Philippines and Ms. Mary Grace Parilla from Polytechnic University of the Philippines with Ms. Rose de Castro (seated) and Mr. Mark Magbuhos (standing) from BAC Secretariat.



Seated from left are Ms. Kristalyn dela Cruz and Cherrelyn Bohawe, interns from St. Dominic College of Asia, Mary Grace Parilla from PUP with JosieCosto, BAC Stenographer (middle, standing) and Mr. Mark Lester Salonga (back) from ACESS Computer and Technical College with the BAC Secretariat Mark Magbuhos (front, standing)

II. CHALLENGES

In 2014, the BAC was confronted with various challenges in the conduct of public biddings. In addressing the challenges, the BAC focused on the review and simplifying the Senate bidding procedures and documents in relation to adherence to the procurement law. The BAC also maintained open communication with bidders especially on matters concerning requirements for bidding.

For purposes of clarification on provisions/procedures regarding bidding, the BAC also send letter-inquiries to the Government Procurement Policy Board (GPPB).

| CHALLENGES | BAC ACTIONS |
|---|--|
| <p>a. Preparation of the Purchase Request, Scope of Works and Specifications, and other supporting documents needs improvement</p> <p>b. Incomplete market research on requested item/s</p> <p>c. Attendance of representatives from end-users are not qualified to make decisions pertaining to the item/s requested</p> | <p>Based on the inputs from the end-user (re Purchase Request, Scope of Works/Terms of Reference, Specifications, and other supporting documents), the BAC has taken the following steps:</p> <ol style="list-style-type: none"> 1. Thoroughly reviewed Purchase Requests, Scope of Work/Terms of Reference, Specifications and supporting documents 2. Required that market research be conducted to determine the appropriate/ recommend Approved Budget for the Contract (ABC), availability of the item/s from PS-DBM and other sources; 3. Determined the appropriateness of recommended method of procurement; 4. Ensured that item/s requested is included in the end-user's PPMP and APP; and 5. End-users were always reminded to send representatives qualified to decide on matters regarding their request. |

| | |
|--|--|
| Low or no attendance of bidders during the pre-bidding conference | Upon instruction/ request by the BAC, its Secretariat were tasked to: 1. Invite bidders to purchase bidding documents and participate in bidding 2. Follow-up invitations through phone calls, fax, email 3. Request the assistance of end-users, and Property and Procurement Service (PPS) in inviting bidders to join the biddings in the Senate |
| Submission of evaluation that takes longer time to prepare especially item/s that are complex/ technical in nature | The BAC through the Secretariat made follow-ups with the Technical Working Group (TWG) for earlier submission of its report. |
| Limited stocks, phased-out items/ those not available in the market (procurement of small items) | 1. Re-advertisement of the item/s 2. Returning the documents to the end-user for mandatory review 3. The BAC issue warning notices to bidders who failed to comply with the delivery period/who submitted wrong quotations |

III. RESULTS

Guided by the governing principles of R.A. 9184, the BAC was able to attain the following results:

1. clarity in the bidding process as the effect of thorough review of the documents and determination of its readiness for bidding during pre-procurement conferences;
2. more participation of new players in the bidding brought about by efforts to invite bidders using all available means of office communication, advertisements, and assistance from the PPS;
3. active participation of bidders during the pre-bidding conferences as a consequence of continuous effort of the BAC to explain the bidding procedures to the bidders and clarify their concerns using simple language; and
4. making the bidding documents more adaptable to the needs of the bidders by revising the Instruction to Bidders as necessary to cope with the changes in provision/s of the procurement law.

IV. BAC COMPOSITION

Pursuant to Sec. 11 of R.A. 9184 and Special Order No. 2013-100 (OSP) dated December 9, 2013, the BAC is composed of the following:

Chairman : Atty. Arnel Jose S. Bañas, Deputy Secretary, AFS
Vice-Chair : Atty. Valentina S. Cruz, Legal Counsel
Members : Atty. Yolanda D. Doblón, LBRMO (until Feb. 13, 2014)
Atty. Katherine Faye D. Cruz, Assistant Senate Sergeant at Arms
Dir. Diana Lynn Le-Cruz, Executive Director, EAR
Dir. Ma. Teresa S. Bondoc, Legislative Reference Bureau
Dir. Cristino Q. Franco, Management Planning Operations Audit Bureau

Submitted by:


ROSARIO MARINA DE CASTRO
Head, BAC Secretariat

NOTED:


ATTY. ARNEL JOSE S. BAÑAS
Chairman, Bids and Awards Committee