

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

CY 2020 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. 2019-045 (OSP) and Special Order No. 2020-026 (OSP). The objective was to provide the Senate with an efficient and effective management of the procurement of supplies, materials, equipment, repairs and other services.

In CY 2020, the committee awarded a total of Five (5) undertakings through public bidding. One Hundred Forty Nine (149) BAC Resolutions were prepared and subsequently approved. Three (3) Job/Purchase Orders were prepared through the assistance of the Property and Procurement Service (PPS) and Three (3) contracts were prepared through the assistance of the Office of the Senate Legal Counsel.

I. ACCOMPLISHMENTS

A. It is worthy to note that despite the pandemic and retirement of the previous Bids and Awards Committee Secretary last June 2020, significant steps were taken by the committee to fast-track the bidding of these requirements through:

1. Designation of an Officer in Charge to continue the operations of the Bids and Awards Committee until a new BAC Secretary is appointed.
2. Conduct of BAC meetings, including pre procurement conferences, pre bidding conferences and opening of bids through video conferencing;
3. Advance preparation of the Abstract of Bids for signature of members during the opening of bids;
4. Signing of the Abstract of Bids immediately after the award;
5. Early preparation of draft BAC Resolutions for signature of members;
6. Close monitoring of the BAC Resolutions from the time of preparation until its approval;
7. Early preparation of documents for Purchase/Job Order or Contract preparation;
8. Submission of advance copies of the documents to the Office of the Senate Legal Counsel for contract preparation;
9. Close coordination with the Office of the Senate Legal Counsel who promptly acted on the requests for contract preparations; and
10. Close supervision on the preparation of Purchase Orders, Job Orders and documentation of delivered items with the Property and Procurement Service.

PROJECT NO.	PURCHASE REQUEST NO.	END-USER	PROJECT/S	SERVICE PROVIDER/S / SUPPLIER/S
1	20-09-497	RMMS	CY 2021 SUBSCRIPTION FOR LOCALINTERNATIONAL NEWSPAPERS AND MAGAZINES	JJJ NEWSPAPERS AND MAGAZINES; and H-ASIA NEWSPAPERS AND MAGAZINES, INC.
2	20-10-534	GS	SUPPLY AND DELIVERY OF SIX (6) UNITS OF PASSENGER VAN	TOYOTA PASONG TAMO, INC.

3	20-10-535	GS	SUPPLY AND DELIVERY OF TWO (2) UNITS OF MULTI PURPOSE VAN	PRINCE MOTOR CORPORATION
4	20-10-579	MDB	HOSPITALIZATION BENEFIT FOR SENATE EMPLOYEES FROM JANUARY 1 TO DECEMBER 31, 2021	KAISER INTERNATIONAL HEALTHGROUP, INC.
5	20-10-620	MPFS	ONE (1) LOT SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF DILAPIDATED/CORRODED ROOF AND ROOFING ACCESSORIES OF ANNEX BUILDING	CFV ARAR CONTRACTORS PHILS., INC.

The Service contract for the ONE (1) LOT GASOLINE AND DIESEL FUEL FOR CY 2021 was extended on a month to month basis under the same terms and conditions as stipulated in its CY 2020 service contract. The said arrangement will commence on January 2021 and shall continue on a monthly basis until a new contract has been awarded.

The Service contract for the ONE (1) LOT SUPPLY, ARRANGEMENT AND DELIVERY OF FLOWERS FOR CY 2021 was extended on a month to month basis under the same terms and conditions as stipulated in its CY 2020 service contract. The said arrangement will commence on January 2021 and shall continue on a monthly basis until a new contract has been awarded.

The Service contract for the ONE (1) LOT SUPPLY AND INSTALLATION OF GUARANTEED 100MBPS INTERNET CONNECTION WITH TWO (2) IP BLOCKS (/30 AND /28) was renewed from June – December 2020 in accordance with Appendix 21 Guidelines on Procurement of Water, Electricity, Telecommunications and Internet Service Providers of the Implementing Rules and Regulations of Republic Act No. 9184.

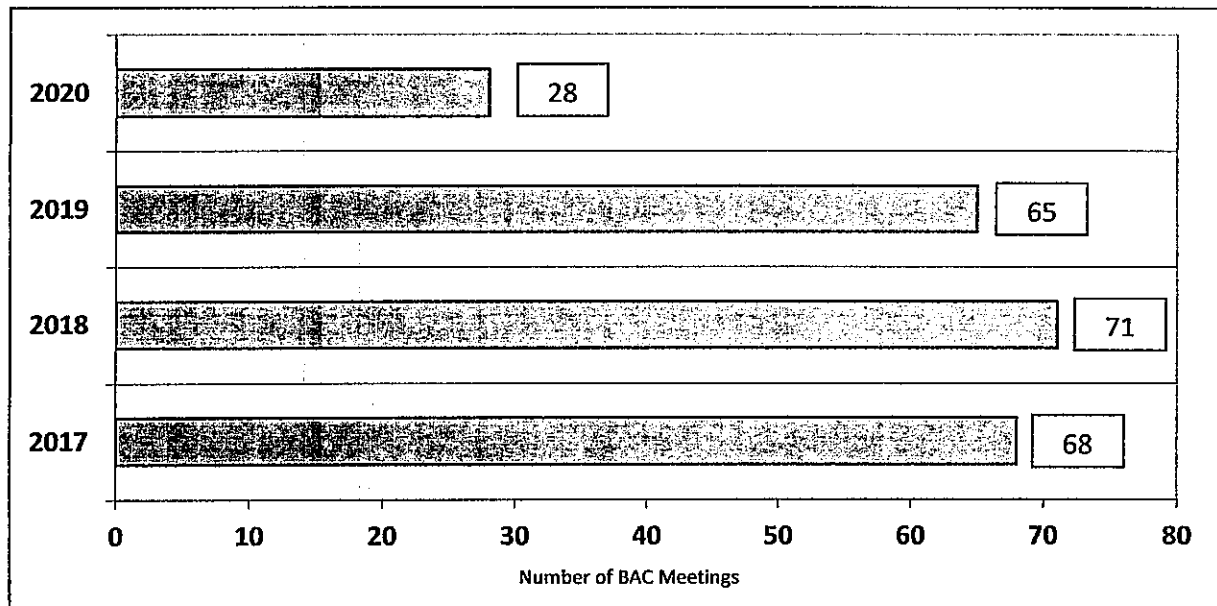
B. Recommendation for Alternative Mode of Procurement (AMP)

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 2020, the BAC acted upon 114 various requests. Out of these, 75 were recommended to be procured through Shopping, 26 through Small Value Procurement and 13 for Direct Contracting from exclusive suppliers.

C. Meetings of the BAC

The BAC held a total of 28 meetings for CY2020, lower than the number for the previous year due to the suspension of work at the Senate and the implementation of various health protocols in the Senate to avoid the spread of COVID-19.



For various meetings held by the BAC in CY2020, records show the attendance of end-users and other interested parties most of whom witnessed the proceedings in person or through video conferencing, from the pre-procurement and pre-bidding conferences to the opening of bids.

D. AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN (APP)

In CY 2020, the BAC recommended a total of 38 amendments to the PPMPs 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 accordance with Section 7 of the IRR, RA 9184.

II. CHALLENGES

A. Compulsory Retirement of the Head of the Bids and Awards Committee Secretariat

Due to the compulsory retirement of the BAC Secretary, for a short period no other technical personnel could continue the day to day operations of the BAC Secretariat Office until the designation of an Officer-in-Charge.

The previous BAC Secretary also failed to properly turn-over important documents and pending matters which caused several challenges to the committee.

B. Attendance during BAC meetings

Due to the implementation of various health protocols and the implementation of the minimum two (2) day work week, attendance of the BAC members and other interested parties has been a challenge, especially for the establishment of a quorum for every BAC meeting.

C. Small number of participating bidders / no interested bidder

Despite posting at the PhilGEPS, Senate bulletin boards, Senate website and personal invitations made by the BAC Secretariat to prospective bidders, the decline in the number of interested bidders joining the bidding has been a consistent challenge to the BAC. 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) Implementation of various health protocols which adds to the cost of bidders joining Senate procurements;
- b) Budget allocated for a particular service contract which the bidder finds very low;
- c) Numerous documentary requirements required under R.A. 9184;
- d) More stringent requirements imposed by surety companies in application for bidder's security;
- e) Prevailing economic condition affecting business which leads to suppliers preferring cash on delivery over participation in the bidding process;
- f) The item description and specification for a particular project/item is already phased out or stocks are limited;

D. Submission of insufficient bidding documents

The committee also noted that some bidders submitted incomplete bidding documents due to oversight such in the case of the bidding for CY2021 HOSPITALIZATION BENEFIT FOR SENATE EMPLOYEES.

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

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

1. Non-compliance of bidders with approved specifications as discussed during the pre-bidding conferences.
2. Oversight of the end-user with the specifications and item description on their Purchase Requests.

F. 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 took effect on October 2020, the committee still received several purchase request/s towards the fourth quarter of the year.

G. Late Submission of Purchase Request/s not a regular service contract with completion period will effected in the current and proceeding year

This resulted to a low turnout of bidders and failure of some procurement considering that the project will eventually be considered accounts payable. Requests with long completion period may be submitted during the first / second quarter of the year for proper discussion, preparation and implementation of the project.

III. ACTIONS TAKEN BY THE BAC

In order to continue the day-to-day operations of the BAC Secretariat office, the Bids and Awards Committee immediately requested an Officer in Charge for the BAC Secretariat and requested the immediate hiring of a new Head of the BAC Secretariat.

The Committee also sought the help of LCSS "B", EDP-MIS and MPFS-Audio for the conduct of BAC meeting through Video Conferencing in order for BAC members and bidders to attend the BAC meetings virtually.

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 procurement law in both English and Filipino. 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 bond in order to qualify.

IV. BAC COMPOSITION

Pursuant to Section 11 of R.A. 9184 and Special Order No. 2020-026 (OSP) dated September 14, 2020, the BAC is composed of the following:

Chairperson	:	Atty. Maria Valentina S. Cruz, Senate Legal Council
Vice-Chair	:	Dir. Diana Lynn Le-Cruz, Executive Director for External Affairs and Relations
Members	:	Dir. Ma. Luisa B. Soriano, Executive Director, Admin & Financial Services
		Dir. Irah Ruth B. Borinaga, Director IV, Office of the Senate Secretary
		Dir. Pilar D. Dulay, Director IV, Legislative Publication Bureau
		Dir. Ma. Teresa S. Bondoc, Bureau Director, Legislative Reference Bureau
		Dir. Rodrigo Noel A. Gonzalez, Bureau Director, Administrative and Management Bureau
		Atty. Maria Carisa C. Oliva-Barcarse, Office of the Senate President

Pursuant to Special Order No. 2020-027 (OSP) dated July 1, 2020, Mr. Mark Theodore E. Magbuhos was designated the Office-in-Charge of the Bids and Awards Committee Secretariat.

Prepared and submitted by:


MARK THEODORE E. MAGBUHOS
OIC Head, BAC Secretariat

NOTED:


MARIA VALENTINA S. CRUZ

Chairperson, Bids and Awards Committee