

## BIDS AND AWARDS COMMITTEE

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,  
CP Garcia Avenue, UP Diliman, Quezon City  
Website: <http://www.ched.gov.ph> email: [chedbac@ched.gov.ph](mailto:chedbac@ched.gov.ph)

### SUBMISSION AND OPENING OF BIDS

#### PROCUREMENT OF JANITORIAL SERVICES FOR CHED FOR THE TWELVE MONTHS PERIOD

AFMS Conference Room  
G/F HEDC Bldg., C.P. Garcia Avenue,  
Diliman, Quezon City  
January 16, 2017 @ 10:00 A.M.

#### ATTENDANCE

##### PRESENT

##### DESIGNATION/OFFICE

##### BAC

DIR. LUISA S. VALENCIA - Vice-Chair/Presiding Officer  
ATTY. CARMELITA Y. SISON - Member  
DIR. LEONIDA S. CALAGUI - Member

##### TWG-OGS

ENGR. EDGAR C. CEPE -Head  
MS. EVA M. PASIGPASIGAN -Member  
MS. APOLONIA R. VIVO -Member  
MS. DIANA C. AGUILAR - Member

##### SECRETARIAT

MS. VIOLETA B. GALO -Head  
MS. BEATRIZ D. PASCUAL -Member  
MS. YVET R. MADLANGSAKAY -Member  
MR. WENDON E. CAJUILAN - Member

##### BIDDER/REPRESENTATIVE

MRS. MA. ARDELINDA U. ROSALES - SPARROW INTEGRATED SERVICES, INC.  
MRS. MARCELINA C. MATAS - SPARROW INTEGRATED SERVICES, INC.

##### CONSULTANT

MS. EVELYN V. MOJICA

##### NOT PRESENT

ATTY. JULITO D. VITRIOLO -Chair  
ATTY. SEPTON A. DE LA CRUZ - Member, (on leave)  
MR. LOUPEL B. GUETA - Member, TWG-OGS (on official business)  
MR. ARTEMIO S. CAPELLAN, JR. -Member  
MS. DINA L. ABRENICA -Member  
MR. MARLOND SANTIANO -Buyer Coordinator (on official business)  
COA OBSERVER

**I. CALL TO ORDER**

There being a quorum, the meeting was called to order at 10:45 A.M., with BAC Vice-Chair-Director Luisa S. Valencia, presiding.

**II. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/OBSERVER**

Ms. Violeta B. Galo, Head of the BAC Secretariat presented the bidder who attended the meeting. She introduced the BAC members, TWG-OGS members, BAC Secretariat and end-user who were present during the meeting.

She also mentioned the eleven (11) companies who browsed the advertisement and who are in the Document Request List at the website of the PhilGEPs ([www.philgeps.net](http://www.philgeps.net)) and those who read the posting at the CHED website ([www.ched.gov.ph](http://www.ched.gov.ph)) and also at the three conspicuous places, namely: (a) Ultimate Care Janitorial and Allied Services., (b) Omniworx, Inc., (c) Anchor Human Resources Development Corp., (d) D' Triumph Cleaners and Allied Services, Inc., (e) Melix Manpower & Janitorial Services, (f) Northern Star Investigation and Security Agency, Inc., (g) Energy Manpower Services Inc., (h) RTU Kawani Multi-Purpose Cooperative, (i) LBP Service Corporation, (j) CBII Philippines International Inc., and (k) Sparrow Integrated Services, Inc. However, out of the eleven (11) prospective bidders, only Sparrow Integrated Services, Inc., availed of the bidding documents, and submitted their technical and financial envelopes including the financial envelope.

**III. OVERVIEW OF THE PROJECT**

Engr. Edgar C. Cepe, Head of the Technical Working Group for Other Goods and Services (TWG-OGS) upon the instruction of the Presiding Officer, presented the overview of the project. He gave emphasis on important features on the Procurement of Janitorial Services for CHED for the Twelve Months Period and its Approved Budget of the Contract (ABC) amounting to Php 4,290,604.08.

**IV. OPENING OF THE FIRST ENVELOPE (ELIGIBILITY DOCUMENTS/, EXAMINATION OF ELIGIBILITY DOCUMENTS AND THE TECHNICAL PROPOSAL, EXAMINATION AND DETERMINATION OF RESPONSIVENESS AND DECLARATION OF ELIGIBLE/INELIGIBLE BIDDERS**

Upon the instruction of the Presiding Officer, the members of the Technical Working Group for Other Goods and Services (TWG-OGS) opened the **first envelope** which contained the eligibility documents and the technical bid proposal.

The bidder's envelopes were opened and the name/label was read. The documents inside the blue envelopes were marked "**original copy**" which were forwarded to the members of the Bids and Awards Committee for affixing of their initials in each page. The documents inside the yellow envelopes marked "**copy 1**" were used as reference by the members of the TWG-OGS for eligibility checking and evaluation purposes. The last set of documents in red envelopes marked "**copy 2**" was retained by the BAC Secretariat for safekeeping and custody.

Upon careful checking of the eligibility documents, the members of the TWG-OGS reported to the Bids and Awards Committee the result of their evaluation, as follows;

NAME OF BIDDER	Bid Security	EVALUATION RESULT (Eligibility/Technical Requirements)
SPARROW INTEGRATED SERVICES, INC.	Bid Securing Declaration.	Passed



The Bids and Awards Committee, upon the recommendation of the TWG-OGS, declared the bid submitted by SPARROW INTEGRATED SERVICES, INC as "eligible", and "passed" the technical evaluation, after complying with the eligibility and technical requirements of the bidding.

**V. OPENING OF THE SECOND ENVELOPE (FINANCIAL PROPOSAL), EXAMINATION OF FINANCIAL PROPOSAL AND DETERMINATION OF RESPONSIVENESS AND READING OF FINANCIAL PROPOSAL AND THE APPROVED BUDGET FOR THE CONTRACT (ABC)**

Upon instruction from the BAC, the TWG-OGS opened the second envelope containing the financial bid proposals of the SPARROW INTEGRATED SERVICES, INC.

Hereunder is the Abstract of Bids on the evaluation of the second envelope relative to the conduct of Procurement of Janitorial Services for CHED for the Twelve Months Period, as follows:

**ABC: Php4,290,604.08**

BIDDER	FINANCIAL (Total Amount of Bid)	
	As Read	As Calculated
SPARROW INTEGRATED SERVICES, INC.	Php 4,290,602.04	Php 4,290,602.04

**VI. TECHNICAL WORKING GROUP FOR OTHER GOODS AND SERVICES RECOMMENDATION**

The financial bid of SPARROW INTEGRATED SERVICES, INC. which was earlier declared "eligible" passed the technical evaluation is within the Approved Budget for the Contract (ABC). The TWG-OGS recommended that the bid of SPARROW INTEGRATED SERVICES, INC. be declared as the Single Calculated Bid (SCB), subject to the conduct of post-qualification evaluation.

The BAC acknowledged the TWG-OGS recommendation and upon deliberation, approved the same.

**VII. COMMENTS/REACTION FROM THE BAC AND THE BIDDERS**

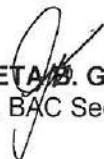
The Bids and Awards Committee informed the representative of the SPARROW INTEGRATED SERVICES, INC. on the date of the conduct of post-qualification evaluation. The BAC also informed her that as soon as they pass the post qualification evaluation, the BAC shall declare their bid as the Single Calculated and Responsive Bid (SCRB).

The BAC shall recommend the same action to Commission en banc (CEB) through the Management Committee (MANCOM), for approval.

**VIII. ADJOURNMENT**

There being no other matter to discuss, the submission and opening of bids was adjourned at 12.30 PM.

PREPARED BY:

  
**VIOLETA B. GALO**  
Head, BAC Secretariat

APPROVED BY:

  
**DIR. LUISA S. VALENCIA**  
Vice-Chair/Presiding Officer

  
**DIR. LEONIDA S. CALAGUI**  
Member

  
**ATTY. CARMELITA P. YADAO-SISON**  
Member