



Republic of the Philippines
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER
Gen. Santos Avenue, Bicutan, Taguig City
Tel. nos. 837-0431 to 38; Fax: 837-0430
TIN# 000-284-708

RECEIVED

JAN 31 2023 MGO/23

PURCHASE ORDER

Supplier: EXCELLENT GENERAL SERVICES INC	P.O. No.: 23-01-0033
Address: 28 Evangeline Reyes Street BF Resort Village, Talon II Las Piñas City	Date: 26-Jan-23
Tel No.: 220-845-408-000	P.R. No.: 22101472
TIN : 220-845-408-000	Date: 26-Oct-22

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: MIRDC REGULAR BUDGET 2023 / Janitorial Services	Delivery Term: as scheduled / CY 2023
Date of Delivery: as scheduled / CY 2023	Payment Term: Progress Billing
Mode of Procurement: Public Bidding	VAT INCLUSIVE

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	PROCUREMENT OF JANITORIAL SERVICES FOR THE CENTER (CY 2023)	1	1,617,382.35	1,617,382.35

III. Manpower Requirements:

- The CONTRACTOR shall provide four (4) janitors and two (2) janitress to MIRDC in accordance with the schedule of operations. They shall render services/work of eight (8) hours a day, from 6am to 3pm Mondays to Saturdays. Among six (6) janitors/janitress, one (1) will be the overall supervisor.
- The Contractor shall deliver all equipment/supply/materials on time.
- Any janitor and/or technician reported as undesirable by MIRDC shall be immediately replaced by the Contractor upon written request by the Head of the Agency or his duly authorized representative.
- During the duration of the Contract, MIRDC reserves the right to increase or decrease the number of janitors stipulated in this TOR.

IV. Janitorial Qualifications:

- Shall have at least one-year experience in cleaning offices and buildings, maintaining grounds and handling plants/trees, as appropriate
- Shall be physically and mentally fit, as evidenced by a barangay health certificate from Barangay Health Emergency Response Team and COVID-19 vaccination card/I.D. to be provided to MIRDC prior to deployment.
- With a certificate of good moral character as certified by a previous employer or Barangay Captain.
- Compliance with the safety and health protocol of the company (Covid-19 protocol)
- Screening and submission of all required qualification documents should be done one month before the date of deployment of all 6 janitors.

V. Scope of works:

- The CONTRACTOR shall render, undertake, and perform janitorial, and sanitation services in all MIRDC's offices and premises;
 - Daily and Routine Services
 - Cleaning, sanitizing, and disinfecting toilets and washrooms, door knobs, and other commonly touched objects/surfaces to prevent the spread of germs/bacteria/viruses in compliance with the DOH's workplace guidelines.
 - Sweeping, mopping, spot scrubbing, and polishing of all floors, and common areas, i.e., main lobby entrance, comfort rooms, waiting areas, etc. These shall be serviced continuously during working hours to guarantee cleanliness;
 - Dusting and cleaning of horizontal and vertical surfaces including all furniture;
 - Dusting and cleaning of all glass tops, windows, window ledges, air vents, and partitions;
 - Emptying and cleaning waste cans/trash receptacles;
 - Disposal of trash within the confines of the building to the receptacles provided for this purpose;
 - Sweeping of cobwebs and removing visible marks on walls and ceilings;
 - Vacuum cleaning of all rugs and carpets;

(Total Amount in Words)

Page 1 of 4

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Signature over Printed Name of Supplier

Date

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

Very truly yours,

ROBERT O. DIZON

Executive Director

Authorized Official

ALOBS No. **UPON BILLING**

Amount:

P.O. No. **23-01-0033**



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<p>ix. Cleaning of driveways, roads, lawns, landscape areas, garden, parking areas, gazebos, and concrete pavement. Spot sweeping of these areas as often as necessary to prevent unsightly accumulation of dirt;</p> <p>x. Checking of water faucets, water apparatus, lighting fixtures electricity, windows, and doors at the close of business hours;</p> <p>xi. Others as required and necessary.</p> <p>b. Weekly Routine Services</p> <p>i. Thorough washing, scrubbing, and stripping of old wax on all floors and stairways;</p> <p>ii. Refinishing, waxing, and polishing of all floor stairways;</p> <p>iii. Dusting of lighting fixtures suspended from the ceiling, venetian blinds, and drapes;</p> <p>iv. Cleaning, waxing, and polishing of ground signage, office furniture, fixtures, and counters except equipment requiring special maintenance;</p> <p>v. Vacuum cleaning of draperies, rug,s and carpets;</p> <p>vi. Thorough scrubbing and sanitizing of toilets and washrooms;</p> <p>vii. Cleaning and disposal of leaves at the gutter of covered walkway and parking.</p> <p>viii. Mowing of lawns and disposal of weeds /leaves.</p> <p>ix. Replanting and application of fertilizers whenever and wherever necessary;</p> <p>c. Monthly Services</p> <p>i. Thorough general cleaning of all areas;</p> <p>ii. Shampooing of carpets/drapes and fixtures in fabric as required by the client;</p> <p>iii. Inspection and cleaning of walkway roof gutters including reporting of damage for immediate repair;</p> <p>iv. Other services that may be assigned from time to time;</p> <p>d. Miscellaneous Services</p> <p>i. Carrying or hauling of furniture and fixtures, supplies and/or records;</p> <p>ii. Assist in the transfer of tables, chairs, cabinets, counters, etc.;</p> <p>iii. Report all defects, electrical malfunctions, and others that require the attention of the client;</p> <p>e. Ground Maintenance</p> <p>Daily Activities</p> <p>i. Prepare and check every morning if all garden tools and equipment are available and ready for use;</p> <p>ii. Scrutinize all plants which shall be done first to avoid repetition of work;</p> <p>iii. Dispose of dry leaves, grass, and other shrubs to maintain the cleanliness of the garden and surroundings;</p> <p>iv. Water all the plants evenly by using a sprinkler;</p> <p>v. Trimming of trees, plants, and grass when it reaches beyond growth schedule;</p> <p>vi. Cultivate garden soil and pulling of weeds;</p> <p>vii. Waste collection and edging.</p>					

(Total Amount in Words)

Page 2 of 4

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Conforme:

Signature over Printed Name of Supplier

Date

Funds Available: **JOHNNY G. QUINGCO**

Accountant IV

Chief Accountant

Very truly yours,

ROBERT O. DIZON
Executive Director

Authorized Official

ALOPS No. **UPON BILLING**

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MONTHLY SUPPLIES					
ITEM/DESCRIPTION		QUANTITY			
1.	Liquid Wax – Emulsion Wax	1	gals		
2.	Mop Head	3	Pcs		
3.	Round Rags	1	Bundle		
4.	Liquid Hand Soap	2	Gals		
5.	Plastic Trash Bags (size: 37" x 40")	2	Bundle		
6.	Disinfectant Spray	1	Gals		
7.	Scrubbing Pad	3	Pcs		
8.	Deodorant Cake	10	pcs		
9.	Furniture Polish	1	Ltrs		
10.	Powder Soap	3	kilos		
11.	Dirt and Stain Remover 250g/can	1	can		
12.	Liquid Fabric Conditioner	1	gal		
13.	Liquid Bleach	1	gals		
14.	Gasoline	4	Ltrs		
15.	Two stroke oil	2	Bottles		
SEMI-ANNUAL SUPPLIES					
ITEM/DESCRIPTION		QUANTITY			
1.	Bottled water spray gun (500ml)	4	pcs		
2.	Glass Cleaner	4	Gal		
3.	Liquid Toilet Bowl Cleaner	5	Gals		
4.	Air Freshener	5	Gals		
5.	Wax Stripper	1	gal		
6.	Plastic Dustpan	3	pcs		
7.	Mop Handle	3	pcs		
8.	Ceiling Broom	4	pcs		
9.	Soft Broom	4	pcs		
10.	Push Broom	1	pc		
11.	Toilet Bowl Brush	5	pcs		
12.	Toilet Bowl Pump	2	pcs		
13.	Broomstick	5	pcs		
14.	Rubberized Doormat	4	pcs		
15.	Doormat cloth	4	pcs		
16.	Polishing Pad	1	pc		
17.	Stripping Pad	1	pc		
18.	Toilet paper 2ply (24 rolls)	1	bundle		
19.	Water Pails Container	2	pcs		
20.	3mm Dia. Nylon Cord (tansi)	2	rolls		
21.	Long Rubber Gloves	12	pairs		

(Total Amount in Words)

Page 3 of 4

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Conforme:

Signature over Printed Name of Supplier

Date

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

Very truly yours,

ROBERT O. DIZON

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EQUIPMENT/TOOLS FOR BUILDINGS					
		ITEM/DESCRIPTION	QUANTITY		
1		Bundy Clock at the Gold Bldg.	1 unit		
2		Floor Polisher	3 units		
3		Mop Squeezer	3 units		
4		Extension Cord heavy duty (50m)	3 sets		
5		Aluminum ladder 6ft	2 units		
6		Vacuum Cleaner wet and dry	1 unit		
7		Wiper (Glass Squeegee)	4 pcs		
8		Warning signage (e.g Wet Floor)	4 pcs		
9		Pushcart	2 units		
EQUIPMENT/TOOLS FOR GROUNDS					
		ITEM/DESCRIPTION	QUANTITY		
1		Grass Cutter	2 units		
2		Grass/Garden Scissors	5 pcs		
3		Water Sprinkler	2 pcs		
4		Buggy Cart	3 units		
5		Chain saw 24"	1 unit		
6		Water Hose dia. 3/4" x 100'	3 rolls		
7		Bolo	2 pcs		
8		Shovel	2 pcs		

VI. Approved Budget of Contract:

The first year approved budget for the contract is One Million Six Hundred Fifty Thousand (Php1,650,000.00), inclusive of all Government Taxes. In accordance with Clause 5.0 of Appendix 23 of 2016 Revised IRR of R.A. 9184, all bid prices for the duration of three years shall be fixed and shall not be adjusted during the contract implementation, except for the following:

1. Increase in the daily minimum wage pursuant to law or new wage order issued after date of bidding;
2. Increase in taxes
3. If during the term of the contract, the MIRDC sees the need for a decrease or increase in the number of janitorial, provided that ABC for the relevant year is not exceeded.

TOTAL =P= 1,617,382.35
Less: 5% GMP (72,204.57)
2% EWT (28,881.83)

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(Total Amount in Words) Five Hundred Sixteen Thousand Two Hundred Ninety Five Pesos and Ninety Five Centavos Only =P= 1,516,295.95

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Signature over Printed Name of Supplier

Date

Funds Available:

JOHNNY G. QUINGCO

Accountant IV

Chief Accountant

Very truly yours,

ROBERT O. DIZON
Executive Director

Authorized Official

ALOBS No. **UPON BILLING**

Amount:

P.O. No. **23-01-0033**



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**

NOTICE TO PROCEED

January 17, 2023

GINA O. RAMOS
President and General Manager
EXCELLENT GENERAL SERVICES, INC.
28 Evangeline Reyes Street
BF Resort Village, Talon II
Las Piñas City

Dear Ms. Ramos:

The attached Contract Agreement having been approved, notice is hereby given to **EXCELLENT GENERAL SERVICES, INC.** that work may proceed on the project for the **PROCUREMENT OF ONE LOT JANITORIAL SERVICES FOR THE CENTER (CY 2023)** effective after Three (3) calendar days from receipt of this Notice to Proceed. Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

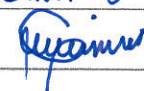
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to Metals Industry Research and Development Center.

Very truly yours,


ROBERT O. DIZON
Executive Director

I acknowledge receipt of this Notice on JANUARY 27, 2023 (date of receipt)

Name of Bidder's Representative: GINA O. RAMOS

Authorized Signature: 

Contract Agreement Form

THIS AGREEMENT made this 17th day of January 2023 between **METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER** of the Philippines (hereinafter called "the Entity") of the one part and **EXCELLENT GENERAL SERVICES INC. of Las Piñas City, Philippines** (hereinafter called "the Supplier") of the other part;

WHEREAS, the ENTITY invited Bids for certain goods and ancillary services, particularly **Procurement of One Lot Janitorial Services for the Center for CY 2023 to CY 2025;**

WHEREAS, the ENTITY has accepted a Bid by the Supplier for the supply of those goods and services in the sum of of **One Million Six Hundred Seventeen Thousand Three Hundred Eighty Two Pesos and Thirty Five Centavos only (PHP)1,617,382.35** (hereinafter called "the Contract Price") for CY 2023 only;

WHEREAS, the ENTITY shall issue a Supplemental Contract for CY 2024 and CY 2025 once the General Appropriations Act has been approved.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

I. GENERAL CONDITIONS

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of One Million Six Hundred Seventeen Thousand Three Hundred Eighty Two Pesos and Thirty Five Centavos only (PHP)1,617,382.35, or such other sums as may be ascertained, Excellent General Services Inc. agrees to deliver the Janitorial Services for CY 2023 in accordance with his/her/its.
4. The Metals Industry Research and Development Center agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

II. OTHER CONDITIONS

- A. There shall be NO EMPLOYER-EMPLOYEE relationship between the **CLIENT** and the **CONTRACTOR** as well as the person/s that the **CONTRACTOR** may assign to perform the service subject of this Contract. The **CONTRACTOR** hereby acknowledges that no authority has been conferred upon it by the **CLIENT** to hire any person/s to be assigned by the **CONTRACTOR** to perform the services called for under this Contract. It is expressly understood and agreed that the person/s to be assigned by the **CONTRACTOR** are not employees of the **CLIENT**. As such, the **CONTRACTOR** warrants that it shall fully and faithfully comply with all the laws, rules and regulations pertaining to the employment of labor now existing or which may hereinafter be enacted, including but not limited to the requirements of the Labor Code, as amended, and the SSS Act.





The **CONTRACTOR** shall regularly furnish **CLIENT** a certification that the former has paid all the SSS, Philhealth, Income Tax, Five (5) days Incentive Leave With pay, 13th month pay and PAG-IBIG of its janitors/janitress, supported by copies of the remittances, on the following schedule:

First quarter: 1 st Week of April
Second quarter: 1 st Week of July
Third quarter : 1st Week of October
Fourth quarter: 1 st Week of the following

The **CONTRACTOR** hereby warrants to hold the **CLIENT** free and harmless from any liability arising out of any accident that may befall the **CONTRACTOR**'s employees while in the performance of their duties at the **CLIENT**'s premises as well as for any labor claim the **CONTRACTOR**'s employees may file against the **CLIENT**.

- B. The **CONTRACTOR** hereby warrants to make available at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absences and to exercise the necessary supervision over the work of the **CONTRACTOR**'s personnel.
- C. That the **CLIENT** reserves the right to reduce or increase the number of janitors/janitress and maintenance personnel or replace all, some or any particular janitorial and maintenance personnel, as the exigencies of its operation may require, such reduction, increase or replacement to become effective twenty-four (24) hours after notice thereof is given by the **CLIENT** to the **CONTRACTOR**, (in which case corresponding proportionate adjustment shall be made, (in case of reduction or increase in the number of janitors/janitress and maintenance Personnel).
- D. The persons to be assigned by the **CONTRACTOR** to perform the services subject to this Contract shall be provided with adequate uniforms and appropriate Identification Cards at the

expense of the **CONTRACTOR** which shall be worn by the janitors at all times for proper identification. They shall be thoroughly screened by the **CONTRACTOR** prior to employment and will be required to present favorable Police Clearance and Medical Certificates attesting to their physical fitness for the work involved.

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- E. The **CONTRACTOR** shall answer directly to the **CLIENT** for the cost of any damage to or loss of the **CLIENT**'s property, or to those for which the **CONTRACTOR** may be held responsible, through the negligence or dishonesty of the janitors of the **CONTRACTORS** while in the course of their duties. In this connection, the janitors assigned to perform the service provided in this contract shall submit themselves to be searched by the security guards of the **CLIENT** if leaving the premises.
- F. All supplies, materials and equipment brought to the Center must be checked by the Storekeeper/Property Custodian in charge of office supplies in the presence of a representative of the Chief, General Services Section, Finance and Administrative Division before they are turned over to the janitors for their use.
- G. All supplies, materials and equipment taken out from the MIRDC premises must be covered by the Property Gate Pass properly approved by the Chief of the Finance and Administrative Division and endorsed by the Chief of the General Services Section.
- H. In consideration of the payments to be made by the Entity to the **CONTRACTOR** as hereinafter mentioned, the **CONTRACTOR** hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
- I. The Entity hereby covenants to pay the **CONTRACTOR** in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
- J. In case the labor cost increases subsequent to the execution of this contract based on new laws, executive order or wage order for wage increase, the **CONTRACTOR** shall be entitled to an adjustment of the stipulated contract price. Said adjustment shall be limited to the amount stipulated in the said new law, executive order or wage order. However, any deficiency in funding requirements shall be subject to availability of funds, as requested by **CLIENT** from the Department of Budget and Management (DBM) for the latter's allocation and release for implementation.
- K. The **CLIENT** shall conduct an Annual review to enable to negotiate for a lower price for the service in the event that the actual cost for goods or service covered by the contract become lower as per prevailing market analysis. The **CLIENT** shall be entitled to an adjustment of the stipulated contract price.
- L. The **CONTRACTOR** shall send a Statement of Account to the **CLIENT** with an ORIGINAL INVOICE received and acknowledged by the Chief, Finance and Administrative Division or her authorized representative.

- M. The amount corresponding to the number of days when the janitors are absent without replacement, shall be deducted from the amount of the bill submitted by the **CONTRACTOR**
- N. The payment of this contract shall be subject to the usual accounting and auditing rules and regulations of the **CLIENT** and regulations and availability of **CLIENT's** funds.
- O. Before the end of each year, the **CLIENT** shall conduct an assessment or evaluation of the performance of the **CONTRACTOR** based on the set of performance prescribed.
- P. Based on its assessment, the **CLIENT** may pre-terminate the contract for failure by the **CONTRACTOR** to perform its obligations thereon following the Guidelines on Termination of Contracts issued by GPPB Resolution No. 018-2004.
- Q. For violation of any provision of this Contract by the **CONTRACTOR**, the **CLIENT** shall have the right to collect from the offending party reasonable amount of damages and attorney's fees in addition to cost legally taxable.

III. EFFECTIVITY, DURATION AND TERMINATION:

- A. This Contract shall take effect upon approval by the HOPE and shall remain valid and in force upon acceptance of Notice to Proceed until December 31, 2023 unless sooner terminated for any of the following grounds:
1. False statement or misrepresentation in the warranties indicated herein and in the submission of bid and awards documents;
 2. Acts and omissions on the part of **CONTRACTOR** resulting in injury, damage, loss or destruction of property of ENTITY and/or agencies and failure to restitute, replace or pay for the same;
 3. Failure of the **CONTRACTOR** to discipline or replace any janitorial/maintenance personnel which is found wanting in qualification, competency, honesty or integrity, or for any reasonable cause. Failure on the part of the **CONTRACTOR** to take appropriate action thereon within twenty-four (24) hours from receipt of formal advice or request for replacement from **CLIENT** shall be considered a cause for the pretermination of the contract.
 4. Violation of existing labor, social security, workmen's compensation and other rules as provided by existing laws and regulations related thereto; and Non-payment of stipulated contract price.
- B. The party opting to terminate the Contract before its expiration date, shall serve the other party its intention of such termination, in writing and at least fifteen (15) days before the effectivity thereof.

In the event that this Contract is pre-terminated for causes as herein provided, or the expiration thereof, **CONTRACTOR** shall cause the vacation of all premises of ENTITY and specified agencies within twenty-four (24) hours from the effectivity of said termination. Thereafter, the presence of any personnel of **CONTRACTOR** in said premises shall be prosecuted accordingly.

- C. The **CONTRACTOR** shall remain in operation on a month-to-month basis until the proper assumption or transition of duties to the new contract awardee. The extension of contract will be in accordance with the Appendix 24 of the Implementing Rules and Regulations of RA 9184 entitled " revised Guidelines on the Extension of Contract for General Support Services.

- D. Nothing in this Agreement shall preclude ENTITY from taking other actions to assert its rights under the Contract and/or bringing suit for damages in appropriate circumstances in a court of competent jurisdiction. However, any dispute or differences that may arise in the implementation of this contract shall be first resolved amicably or subject for arbitration in accordance with the provision of Republic Act of 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004". During the pendency of any such dispute, the **CONTRACTOR** shall proceed diligently with the performance of its obligations and undertakings under this Contract as directed by DOST-MIRDC.

IV. VENUE AND JURISDICTION

Violations or any interpretation of the provisions of this contract shall be brought exclusively to the proper Regional Trial Court of the City of Taguig and no other courts. The venue of litigations or court actions pertaining to this contract and other related issues shall be brought exclusively to the proper Regional Trial Court of the City of Taguig and to no other courts.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, and delivered by **ROBERT O. DIZON** the *Executive Director* for the *Metals Industry Research and Development Center*.

Signed, sealed, and delivered by **GINA O. RAMOS**, the President and General Manager for the **EXCELLENT GENERAL SERVICES INC.**

Binding Signature of Procuring Entity:


ROBERT O. DIZON
Executive Director


ERIC C. CALANNO
Witness

Binding Signature of CONTRACTOR:


GINA O. RAMOS
President and General Manager


IRENE S. BRAVO
Witness

Certified Funds Available


JOHNNY C. QUINGCO
Accountant IV

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF BACOR CITY) S.S.

Before me, a Notary Public for and in the BACOR CITY this
24 JAN 2023, personally appeared:

NAME	LD. NO.	DATE/PLACE ISSUED
Head of Procuring Entity		
Robert O. Dizon	Passport P4453911B	DFA, NCR East/Jan. 20, 2020
Gina O. Ramos	DRIVER'S LICENSE N26- 98-018401	

All known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free act and deed as well as of the principal they represent.

This instrument refers to **CONTRACTOR's** Agreement consisting of six (6) pages, including this page in which the Acknowledgment is written, signed by the parties and their witnesses on each and every page and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc No. 395;
Page No. 80;
Page No. CXXIII
Series of 2023.

ATTY. RICARDO S. DE LEON, SR.

Notary Public
Until 31 December 2023
IBP ROLL No. 15364
IBP No. 252125, 12-21-2022, Cavite
PTR No. 2433505, 01-03-2023, Bacoor City
TIN. 223-935-704-000
MCLE Compliance No. IV0006625/ 2015
De Leon and De Leon Law Office
2F, No. 234, Maraudi Building, GEA Highway,
Niog 2, Bacoor City, Cavite



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER

NOTICE OF AWARD

January 16, 2023

GINA O. RAMOS
President and General Manager
EXCELLENT GENERAL SERVICES, INC.
28 Evangeline Reyes Street
BF Resort Village, Talon II
Las Piñas City

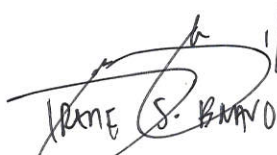
Dear Ms. Ramos:

You are advised that the Purchase Order for the **PROCUREMENT OF JANITORIAL SERVICES FOR THE CENTER CY 2023** of the Metals Industry Research and Development Center has been awarded to your firm in the amount of One Million Six Hundred Seventeen Thousand Three Hundred Eighty Two Pesos and Thirty Five Centavos only (**Php1,617,382.35**), subject to the approval of the concerned authorities.

You are therefore requested to accept the award in writing within ten (10) calendar days from receipt hereof and post a performance security according to the following schedule:

- a. Cash, Manager's check or Cashier's check – 5% of the total contract price;
- b. Bank Guarantee/ Draft/ Irrevocable Letter of Credit – 5% of the total contract price;
- c. Surety Bond, callable on demand, valid for one year, issued by the Office of the Insurance Commissioner, or any combination thereof – 30% of the total contract price.

Thank you.


1/19/2023
EXECUTIVE DIRECTOR

Very truly yours,


ROBERT O. DIZON
Executive Director

Metals Industry Research and Development Center
IN REPLYING PLEASE CITE



OC-23-0119-15

**BAC RESOLUTION DECLARING NOTICE OF AWARD AND
RECOMMENDING FOR APPROVAL**

R E S O L U T I O N N O. 2023-001

Project: PROCUREMENT OF JANITORIAL SERVICES FOR THE CENTER CY 2023-2025

Approved Budget for the Contract (ABC): Php1650,000.00

Pre-procurement Conference: Nov. 3, 2022; 1:00PM

Pre-bid Conference: Dec.7, 2022; 9:00AM

Opening of Bids: Dec. 21, 2022; 19:00AM

Whereas, the **Metals Industry Research and Development Center (MIRDC)** posted the Invitation to Bid for the above project on Nov. 29,2022 in the Philippine Government Electronic Procurement System (PhilGEPS), Metals Industry Research and Development Center (MIRDC) website, its social media platform, and at conspicuous places in MIRDC and DOST Bicutan continuously for 21 days;

Whereas, a pre-bid conference was conducted on Dec. 7,2022; 9:00 am which was attended by the following bidders: Excellent General Services Inc., CBII International Inc., Cancu Enterprise and General Services Inc., and Triple 7 Manpower;

Whereas, in response to the said invitation, Excellent General Services, Inc., CBII Phils. International Inc. and Cancu Enterprise & General Services Inc. signified their intention to join the bidding and subsequently purchased the bidding documents;

Whereas, Cancu Enterprise and General Services Inc. was disqualified during the bid evaluation when the recalculated bid offer exceeded the approved budget of the contract of Php1,650,000.00, to wit:

Bidder		Amount of Bid as Read	Amount of Bid as Calculated
Enterprise and General Services Inc.		Php1,617,379.92	Php1,699, 840.78

Whereas, Excellent General Services Inc., CBII International Inc. offered the cost of materials free of charge. The TWG recalculated the offer of the two bidders applying the latest applicable rates and it resulted to the same bid amounts, to wit:

Bidder		Amount of Bid as Read	Amount of Bid as Calculated
Excellent General Services, Inc.		Php1,617,379.92	Php1,617,382.35
CBII Phils. International Inc.		Php1,617.382.63	Php1,617,382.35

Whereas, both were subjected to post qualification on Dec. 27,2022 to further evaluate their responsiveness;

Whereas, after verifying, validating and ascertaining its documents, both Excellent General Services, Inc. and CBII International Inc. have both been declared as Responsive Bidders;

Whereas, pursuant to Appendix 11 (GPPB 06-2005 Tie Breaking Method) of the 2016 Revised IRR of RA 9184 and Section 3.3 of the Government Procurement Policy Board (GPPB) Circular No. 06- 2005 (Guidelines on the Use of Non-Discretionary/Non-Discriminatory Selection Criteria), there must be a tie breaking method in case of two or more bidders are determined and declared as the Lowest Calculated and Responsive Bid (LCRB).

Whereas, on Jan. 5, 2023; 9:00am, a tie breaking activity was conducted using draw lots method. Both bidders participated in the said activity held at Mercury Conference Room, Gold Bldg, DOST- MIRDC, Taguig City, which was facilitated and witnessed by the BAC and TWG;

Whereas, Excellent General Services Inc. drew the lot bearing "CONGRATULATIONS" and CBII Phils. International Inc. drew the lot bearing "THANK YOU";

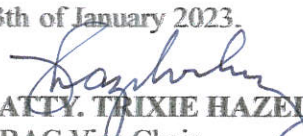
Whereas, Excellent General Services Inc. was announced as the winning LCRB;

NOW, THEREFORE We, the Member of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**, the following:


1. To declare **Excellent General Services Inc.** as the Lowest Calculated and Responsive Bid for the Procurement of Janitorial Services for the Center CY2023-2025; and
2. To award the contract to **Excellent General Services Inc.** in the amount of **One Million Six Hundred Seventeen Thousand Three Hundred Eighty-Two Pesos and Thirty-Five Centavos only (Php1,617,382.35)** for CY 2023;

SIGNED in Bicutan, Taguig City this 13th of January 2023.


RODNELO O. TAMAYO
BAC Chair


ATTY. TRIXIE HAZEL C. VELUZ
BAC Vice Chair


ZALDUA R. GAYAHAN
BAC Member



ROMMEL N. CORONA
BAC Member


ISIDRO D. MILLO
BAC Member


ERIC C. CALANNO
TWG Member


NESTOR O. COLIBAO Jr.
TWG Member

Approved (☒) / Disapproved (☐)


ROBERT O. DIZON
Executive Director
Approved on 1/16/2023

Metals Industry Research and Development Center

BID EVALUATION REPORT

I. PROJECT IDENTIFICATION

1.1 Name of the Contract to be Bid	Procurement of Janitorial Services for the Center CY 2023-2025
1.2 End-User/Purchaser 1. Name 2. Address	Metals Industry Research and Development Center Gen. Santos Ave., Bicutan, Taguig City
1.3 Location of the Project	DOST – MIRDC
1.4 Approved Budget of Contract	Php 1,650,000.00
1.5 Method of Procurement	Competitive Bidding
1.6 Purchase Request No.	P.R. # 22101472

II. INITIAL STEPS IN THE BIDDING PROCESS

2.1 Pre-Procurement Conference (a) Date of Conference	Nov.3, 2022, 1:000PM via zoom
2.2 Advertisement of ITB, if applicable (a) Date of Publication (b) Name of Newspaper	N/A
2.3 Posting of ITB (a) Date of posting Where:	Nov.29, 20222 at PHILGEPS, MIRDC website, social media platform, conspicuous places in MIRDC, and DOST
2.4 Issuance of Bidding Documents (a) Period of Availability of Bid Docs (b) Number of Bid Documents Issued	21 cd; Posting of ITB-Submission Deadline Three (3)
2.5 Amendments to Bid Documents, if any (a) List all issue dates	December 12, 2022
2.6 Pre-Bid Conference, if any (a) Date of Conference	December 7, 2022 (9:00 am) via zoom

Pursuant to the provisions of RA 9184, the Invitation to Bid was posted on PHILGEPS and MIRDC website and social media platforms on November 29, 2022, while the same was posted at conspicuous places at MIRDC and DOST on the same date.

The pre-bid conference was conducted last December 7, 2022 (9:00 am) via zoom and attended by the following bidders: EXCELLENT GENERAL SERVICES INC., CANCU ENT. AND GENERAL SERVICES INC., FIRST COUNTRY MANPOWER SERVICES INC, and TRIPLE 7 MANPOWER SERVICES.

The BAC and TWG members discussed the administrative side of the bidding and the terms of reference. CBII Philippines International, Inc., Excellent General Services Inc., and Cancu Enterprise responded to the invitation and purchased the Bidding Documents.

III. BID SUBMISSION AND OPENING

3.1 Submission Deadline (a) date and time (b) Extensions, if any	Dec. 21, 2022/ 9:00am None
3.2 Bid Opening Date and time (a) Date and time	Dec. 21, 2022/ 9:00am None
3.3 Number of Bids Submitted	1
3.4 Bid Validity (a) Originally Specified (b) Extensions, if any	One Hundred Twenty (120) Calendar days Not Applicable

IV. ELIGIBILITY AND TECHNICAL PROPOSAL

Document for Qualification/Eligibility		Excellent General Services, Inc.	CBII Phils. Int'l. Inc.	Cancu Enterprise & Gen. Service Inc.
Legal Documents				
1.	Valid PhilGEPS Certificate (Platinum Membership)	Passed	Passed	Passed
Technical Documents				
1.	Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not in nature and complexity to the contract to be bid;	Passed	Passed	Passed
2.	Statement of bidders' Single Largest Completed Contracts (SLCC) similar to the contract to be bid, except under conditions provided under the rules;	Passed	Passed	Passed
3.	Philippine Contractors Accreditation Board (PCAB) License; or Special PCAB License in case of Joint Ventures; and registration for the type and cost of the contract to be bid;	NA	NA	NA
4.	Original copy of Bid Security. If In the form of a Surety Bond, submit also a certification issued by the Insurance Commissioner; or an Original copy of the Notarized Bid Securing Declaration	Passed	Passed	Passed
5.	Project Requirement, which shall include the following			

	a. Organizational chart for the contract to be bid	NA	NA	NA
	b. List of Contractors' key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;	NA	NA	NA
	c. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project as the case may be, and	NA	NA	NA
6.	Duly signed Omnibus Sworn Statement and	Passed	Passed	Passed
	If applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder	Passed	Passed	Passed
Financial Documents				
1.	Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;	Passed	Passed	Passed
2.	Computation of Net Financial Contracting Capacity (NFCC)	Passed	Passed	Passed

Note: Passed (If all the above documents are present)

Failed (If any of the above documents are missing, incomplete, or patently insufficient)

CBII Philippines International, Inc., Excellent General Services Inc., and Cancu Enterprise submitted their bid proposals on December 21, 2022. They passed the requirements on the eligibility and technical proposal, having complied with all the required documents. Hence, the BAC proceeded to open its financial proposals. All submitted documents will be subjected to further validation and verification.

V. FINANCIAL COMPONENT

Document for Qualification/ Eligibility	Excellent General Services, Inc.	CBII Phils. Int'l. Inc.	Cancu Enterprise & Gen. Service Inc.
	Pass/ Fail Criteria	Pass/ Fail Criteria	Pass/ Fail Criteria
a. Duly signed and accomplished Bid Form	Passed	Passed	Passed
b. Duly signed and accomplished Price Schedule	Passed	Passed	Passed
c. Duly accomplished Detailed Estimates Form. Including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;	NA	NA	NA
d. Cash Flow by quarter	NA	NA	NA

VI. FINANCIAL PROPOSAL

Name of Bidders	Modification or Substitution (Yes or No)	Pass/Fail Criteria
Excellent General Services, Inc.	No	Passed
CBII PHILS. International Inc.	No	Passed
Cancu Enterprise & Gen. Service Inc.	No	Passed

Note: Documents for Financial Proposal

- a. Bid Prices in the Bill of Quantities in the prescribed Bid Form
 - Passed (If all of the above documents are present)
 - Failed (If any of the following documents is absent)

Narrative Description

CBII Philippines International, Inc., Excellent General Services Inc., and Cancu Enterprise & Gen. Service Inc. passed the criteria on the financial proposal and the required documents are complete.

VII. ABSTRACT OF BIDS AS READ and CALCULATED

Name of Bidders	Bid Price(Php)		Bid Security			Remarks
	As Read	As Calculated	Amount (Php)	Form	Validity (days)	
Cancu Enterprise & Gen. Service Inc.	1,530,293.04	1,699,840.78	NA	Bid Securing Declaration	120 calendar days	Bid was corrected applying the 2023 SSS contribution which resulted in an amount over the ABC.
Excellent General Services, Inc.	1,617,379.92	1,617,382.35	NA	Bid Securing Declaration	120 calendar days	Both bidders offered the cost of materials for free. The TWG made an arrithmetical corrections to Excellent's bid proposal which resulted in both Excellent and CBII offering the same bid.
CBII Phils Int'l Inc.	1,617,382.63	1,617,382.35	NA	Bid Securing Declaration	120 calendar days	

VIII. DETAILED EVALUATION AND COMPARISON OF BIDS.

Approved Budget for the Contract (ABC) was pegged at Php 1,650,000.00. Cancu Enterprise's bid price as calculated was P1,699,840.78 which is higher than the ABC, thus, it was disqualified. Both Excellent General Services, Inc. and CBII Phils Int'l Inc. offered the cost of materials free of charge. The bid proposals were checked for completeness, and the amount calculated to ensure their correctness. Applying the latest applicable rates resulted in both bids amounting to P1,617,382.35. Thus, both bidders were considered for post-qualification to evaluate their responsiveness further.

IX. POST QUALIFICATION

Name of Bidder	Post-Qualified/Post-Disqualified	Grounds*
CBII Phils Int'l Inc.	Post-Qualified	Lowest Calculated Responsive Bidder
Excellent General Services, Inc.	Post-Qualified	Lowest Calculated Responsive Bidder

*Lowest Calculated Responsive Bidder
Single Calculated Responsive Bidder

On December 27, 2022, the BAC and TWG went to CBII Philippines International, Inc.'s office at 8771 Unit C Santol Street, San Antonio Village, Makati City. Ms. Eva Exevea and Mr. Michaelito Rutal, both marketing staff of CBII, welcomed us and showed us around their office. The BAC Secretariat checked the authenticity of all bidding documents. Ms. Exevea presented the original copies of SEC, Mayor's permit, DTI, Articles of Incorporation, ITR, Certification of Good Standing from SSS, PHIC, PAGIBIG, DOLE and NLRC Clearance, and Certification of Satisfactory Service from their existing client. Accompanied by Ms. Exevea, the MIRDC team inspected their storage area to check the quality and availability of the listed materials and tools. All materials and tools are in good condition and meet the specifications required.

At around 1:00 pm, the BAC and TWG proceeded to Excellent General Services, Inc.'s office located at 28 Evangelista Reyes Street, BF Resort Village, Talon II, Las Piñas City. Ms. Gina O. Ramos, President and General Manager, welcomed us to her office. To check the authenticity of bidding documents, Ms. Maryann Gajotan, presented the original copies of SEC, Mayor's permit, DTI, Articles of Incorporation, ITR, Certification of Good Standing from SSS, PHIC, PAGIBIG, DOLE and NLRC Clearance, and Certification of Satisfactory Service from their existing client. The documents were checked and verified by BAC & TWG. Mr. Chris Valencia showed us their storage area, and all materials and tools were checked and found to be in good condition and meets the specification required. Refer to Annex 1 for the pictures taken during the post-qualification visit.

Excellent General Services Inc. is the current Janitorial Services contractor of MIRDC for CY 2022. The TWG team evaluated their performance and conducted a random survey from each Division of MIRDC, and they garnered a "Very Satisfactory" rating. (See attached performance evaluation for janitorial services CY 2022).

The TWG then interviewed Engr. May Rico of PTRI where CBII is the current janitorial service provider. She said that the duration of CBII's service was from the year 2022 to 2024 they gave them a "Very Satisfactory" performance rating.

The BAC Secretariat also talked with Ms. Helen Aston, a CBII janitress at PTRI, and Mr. Robin Dela Torre, an EGSI janitor at TAPI. They confirmed receiving their 13th-month pay and a five-day incentive

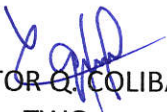
Both CBII Philippines International, Inc. and Excellent General Services, Inc., bids were both rated responsive, having "PASSED" all the criteria stated in the Bid Documents. Both offers are considered most advantageous to the National Government.

X. RECOMMENDATIONS

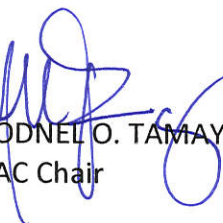
In compliance with Appendix 11 of the updated 2016 Revised IRR of RA 9184, the BAC required the bidders to attend a special meeting on January 5, 2023 and draw lots to break the tie. Excellent General Services, Inc. drew the winning lot and was declared as the winning bidder. The BAC/Technical Working Group recommends that Excellent General Services, Inc. be awarded the contract for "Procurement of Janitorial Services for the Center CY 2023-2025". Refer to Annex 2 for the pictures taken during the tie-breaking method.

Prepared by:


ERIC C. CALANNO
TWG


NESTOR Q. COLIBAO JR.
TWG

Noted by:


RODNELO O. TAMAYO
BAC Chair

Metals Industry Research and Development Center

POST-QUALIFICATION EVALUATION REPORT

Project: "Procurement of Janitorial Services for the Center CY 2023-2025"

1. Name of Bidder:	CBII Philippines International, Inc.
2. Rank in the List of Bids:	Lowest Calculated Responsive Bid
3. Bid Price:	PHP 1,617,382.35
4. Date of Post-Qualification:	December 27, 2022

Requirement		Yes	No	Remarks
1	Bidder SEC/DTI/CDA registered? SEC: iregister.sec.gov.ph DTI: www.bnrs.dti.gov.ph/web/guest/search	✓		Responsive CS200603870
2	Has valid Mayor's/Business Permit?	✓		Responsive 29393; valid until December 31, 2022
3	Included in the BIR List of Issued Tax Clearance Certificates? (www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html)	✓		Responsive TCC 08A0490118R00232022M; valid until January 18, 2023
4	Has valid PCAB License? (for infra only) (http://ciap.dti.gov.ph/directory)	NA		
	Is Bidder's Size Range within the Allowable Range of Contract Costs (ARCC)? <i>Note: Contractors under Small A and Small B without similar contracts may be allowed to bid if the cost of such a contract is not more than the ARCC of their registration.</i>	NA		State size range: NA
5	Does bidder have Joint Venture Agreement or Duly Notarized Statement that they will enter into and will abide by the provisions of the JVA in the event the bid is successful, if applicable?	NA		NA
6	Is Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid?	✓		Responsive Janitorial Services at Lung Center of the Phils. CY 2021
	Is the SLCC at least 50% of the ABC? (for goods only, If aggregate, two similar contracts equivalent to at least 50% of the ABC, the largest contract of which is at least 25% of the ABC)	✓		Responsive PhP65,515,859.79

	Is SLCC supported by a Certificate of Final Acceptance or CPES Rating, or its equivalent?	✓		<p>Responsive NOA dated 12/8/2017 NTP date 12/28/2017 Contract date 12/8/2017</p> <p>Cert of Completion dated 8/20/2021 OR # / date 4167; 04/04/2018 4164; 02/23/2018 4174; 06/18/2018 4170; 05/07/2018 4181; 08/08/2018 4175; 06/29/2018 4186; 10/03/2018 4184; 09/10/2018 4189; 11/09/2018 4193; 11/28/2018 4199; 02/07/2019 4196; 01/04/2019 Etc..</p>
7	Statement of all its ongoing and completed government and private contracts (for infra)			
	Bidder has negative slippage of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in each of two (2) or more contracts;	NA		
	Contractor failed to commence repair works on ongoing contracts within seven (7) calendar days and to complete them within thirty (30) calendar days after receipt of the Procuring Entity's notice of defects and deficiencies;	NA		
	Contractor failed to commence repair works on contracts with pending certificates of acceptance within thirty (30) calendar days and complete them within ninety (90) days after receipt of the Procuring Entity's notice of defects and failures;	NA		
	Contractor's quality of work is substandard as per contract plans and specifications, or Contractor's performance of its obligation as per contract terms and conditions is unsatisfactory at the time of inspection.	NA		

7.1	Statement of all its ongoing and completed government and private contracts (for goods)			
	Bidder partially deliver the goods, delay of which amounts to ten percent (10%) of the contract price in its <u>ongoing</u> government and private contracts;		✓	Responsive Present Janitorial Services
	Bidder failed to deliver or perform any or all of the goods or services within project duration or within the extension granted and such failure amounts to at least ten percent (10%) of the contract price;		✓	Responsive Present Janitorial Services
	Bidder has unsatisfactorily performed its obligations as per contract terms and conditions at the time of inspection.		✓	Responsive Present Janitorial Services
Requirement :		Yes	No	Remarks
7.2	Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals (for consultancy)			
	Consultant/s are/is duly licensed to practice in their field?	NA		
	Consultant/s are/is Filipino/s?	NA		
8	<p>State Bidder's competence and experience (for infra, goods, and consultancy): CBII Philippines International, Inc. was established in the year 2003. They served as the Janitorial Services contractor for both government agencies and private companies all over the Philippines. Listed below are the on-going projects with government agencies for the period of year 2022 to 2024 which amounted to Php 86,608,789.08.</p> <ol style="list-style-type: none"> 1. Bureau of Internal Revenue (BIR) Region No. 7, Quezon City 2. BIR Region No. 9A, Cabamiro 3. BIR Region No. 9B, Laquermar 4. BIR Region No. 8A&B, Makati City 5. Veterans Memorial Medical Center, Quezon City 6. BIR Region No. 6, Manila 7. Department of Energy, Taguig City 8. Office of the President of the Philippines, Manila 9. Dept. of Health, Cordillera Administrative Region 10. Metropolitan Waterworks and Sewerage System, Quezon City 11. Research Institute Tropical Medicine, DOH, Muntinlupa City 12. Quirino Memorial Medical Center, Naga City 13. BIR Region No. 4, San Fernando Pampanga 14. BIR Region No. 5, Caloocan City 15. Dept. of Health Regional Office 7, Cebu City 16. Technology Application and Promotion Institute, Taguig City 17. Benguet General Hospital 18. National Park Dev. Committee, Manila 19. Philippine Heart Center, Manila 20. Cebu City Medical Center, etc.. 			

9	Audited Financial Statement			
	Is it duly stamped by the BIR?	✓		Responsive
	Is it an authentic copy of the original?	✓		Responsive
	Is it complete?	✓		Responsive
10	Is NFCC computation accurate?	✓		Responsive
	NFCC equivalent to ABC?	✓		Responsive
				Php2,579,640,235.92
	If CLC, it was confirmed to be from the Issuing bank (for goods only)?	NA		
	CLC is 10% of the ABC?	NA		
11	Bid Security			
	Correct as to Type?	✓		State as to what type: Bid Securing Declaration (BSD)
	Sufficient in amount?	NA		
	State validity period:			120 calendar days
	If BSD, correct in form and wording and duly notarize?	✓		
12	Omnibus Sworn Statement			
	Signatory authorized to sign?(check copy of Secretary's Certificate, SPA, Board Resolution)	✓		Responsive
	Is Not Blacklisted? https://www.gppb.gov.ph/blacklistedsuppliers.php https://www.gppb.gov.ph/blacklistedcontractors.php	✓		Responsive
	Bid Documents submitted by bidder are authentic copy of the original (compare photocopy with original copy on file)	✓		Responsive
	Bidder (or any of its owners, partners, officers, members, directors, controlling stockholders) is not related to the HoPE, any members of the BAC/TWG, BAC Secretariat, end-user unit and project consultant?	✓		Responsive
	Compliant with Labor Laws?(check/verify that remittances were made to PhilHealth, Pag-IBIG,SSS, etc)	✓		Responsive
	Bidder is aware of its responsibility?	✓		Responsive
	Bidder gave, or pay directly or indirectly any consideration to any government personnel in relation to the procurement project?		✓	Responsive
	Project Requirements (for infra only)			

13	State Bidder's key personnel's competence and experience (refer to list of contractor's organizational chart for the contract to be bid and the list of personnel to be assigned to the project)	NA		
	Are the Equipment units to be owned/leased/under purchase agreement by the bidder for use in the contract under bidding available of the required capacity and in operating condition? (refer to the submitted list of contractor's equipment)	NA		
13.1	State below the results of verification and/or inspection and test of the goods/product, aftersales, and/or maintenance capabilities, in applicable cases.			
	Warranty	NA		
	Aftersales Service	NA		
	Delivery Period	Effective upon receipt of NTP, until December 31, 2023		
	Training	NA		
	Installation and Commissioning	NA		
	Brochures	NA		
	Other requirements (List other requirements) Certificate of Good Standing from SSS, PHIC, PAG IBIG, DOLE, NLRC and two (2) existing clients	Responsive		

C. Additional Eligibility Requirements

	Submitted its latest Income & Business Tax Returns (issued in the last six months)	✓		Responsive
	Submitted the following licenses and permits required by law and as stated in the PBD: (List down, if applicable)	NA		
	Submitted copies of Articles of Incorporation (for Corp)	✓		Responsive
	Submitted Construction Safety and Health Program duly approved by DOLE (for infra only)	NA		

*Indicate whether responsive or non-responsive

6. Findings

☒ Responsive

☐ Non-Responsive

Metals Industry Research and Development Center

POST-QUALIFICATION EVALUATION REPORT

Project: "Procurement of Janitorial Services for the Center CY 2023-2025"

1. Name of Bidder:	Excellent General Services, Inc.
2. Rank in the List of Bids:	Lowest Calculated Responsive Bid
3. Bid Price:	PHP 1,617,382.35
4. Date of Post-Qualification:	December 27, 2022

Requirement		Yes	No	Remarks
1	Bidder SEC/DTI/CDA registered? SEC: iregister.sec.gov.ph DTI: www.bnrs.dti.gov.ph/web/guest/search	✓		Responsive ASO9400011575
2	Has valid Mayor's/Business Permit?	✓		Responsive 1996010020; valid until December 31, 2022
3	Included in the BIR List of Issued Tax Clearance Certificates? (www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html)	✓		Responsive TCC 08B-053A-01-20-R0031-2022-M; valid until January 20, 2023
4	Has valid PCAB License? (for infra only) (http://ciap.dti.gov.ph/directory)	NA		
	Is Bidder's Size Range within the Allowable Range of Contract Costs (ARCC)? <i>Note: Contractors under Small A and Small B without similar contracts may be allowed to bid if the cost of such a contract is not more than the ARCC of their registration.</i>	NA		State size range: NA
5	Does bidder have Joint Venture Agreement or Duly Notarized Statement that they will enter into and will abide by the provisions of the JVA in the event the bid is successful, if applicable?	NA		NA
6	Is Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid?	✓		Responsive Janitorial Services at Phil. Normal University CY 2021
	Is the SLCC at least 50% of the ABC? (for goods only, If aggregate, two similar contracts equivalent to at least 50% of the	✓		Responsive PhP19,153,835.52

	ABC, the largest contract of which is at least 25% of the ABC)			
	Is SLCC supported by a Certificate of Final Acceptance or CPES Rating, or its equivalent?	✓		Responsive NOA/NTP dated 12/26/2019 Cert of Completion dated 1/13/2021 OR # / date 19786; 04/13/2021 19265; 06/07/2021 19266; 06/07/2021 19987; 06/10/2021 19988; 06/10/2021 20000; 07/02/2021 19929; 07/08/2021 19935; 07/23/2021 20061; 08/23/2021 20062; 08/23/2021 20116; 09/20/2021 20152; 10/06/2021 19291; 10/04/2021 19300; 10/28/2021 20179; 11/08/2021 20200; 11/29/2021 20252; 12/07/2021 20369; 02/14/2022 20368; 02/10/2022 20366; 02/10/2022 20367; 02/10/2022 20377; 03/04/2022 20386; 03/17/2022 20385; 03/17/2022 20395; 04/08/2022 19795; 05/18/2022
	Statement of all its ongoing and completed government and private contracts (for infra)			
7	Bidder has negative slippage of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in each of two (2) or more contracts;	NA		
	Contractor failed to commence repair works on ongoing contracts within seven (7) calendar days and to complete them within thirty (30) calendar days after receipt of the Procuring Entity's notice of defects and deficiencies;	NA		

	Contractor failed to commence repair works on contracts with pending certificates of acceptance within thirty (30) calendar days and complete them within ninety (90) days after receipt of the Procuring Entity's notice of defects and failures;	NA		
	Contractor's quality of work is substandard as per contract plans and specifications, or Contractor's performance of its obligation as per contract terms and conditions is unsatisfactory at the time of inspection.	NA		
	Statement of all its ongoing and completed government and private contracts (for goods)			
7.1	Bidder partially deliver the goods, delay of which amounts to ten percent (10%) of the contract price in its <u>ongoing</u> government and private contracts;		✓	Responsive Present Janitorial Services
	Bidder failed to deliver or perform any or all of the goods or services within project duration or within the extension granted and such failure amounts to at least ten percent (10%) of the contract price;		✓	Responsive Present Janitorial Services
	Bidder has unsatisfactorily performed its obligations as per contract terms and conditions at the time of inspection.		✓	Responsive Present Janitorial Services
Requirement :		Yes	No	Remarks
7.2	Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals (for consultancy)			
	Consultant/s are/is duly licensed to practice in their field?	NA		
	Consultant/s are/is Filipino/s?	NA		
8	<p>State Bidder's competence and experience (for infra, goods, and consultancy):</p> <p>Excellent General Services Inc. was established in the year 2003. They served as the Janitorial Services contractor for both government agencies and private companies all over the Philippines. Listed below are the ongoing projects with government agencies for the period 2021-2023 which amounted to Php 23,119,581.99.</p> <p>21. Bureau of Fisheries and Aquatic Resources</p> <p>22. DOH-IV A</p> <p>23. Sugar Regulatory Administration</p> <p>24. Food and Drug Administration</p> <p>25. DEPED-NCR</p> <p>26. DOH-MMCHD</p> <p>27. DOST-ITDI</p> <p>28. DOST-ADMATEL</p>			

	29. Valenzuela Medical Center 30. LTO-Main 31. DSWD-IV A 32. Dangerous Drugs Board 33. Phil Information Agency 34. PCGG 35. NFA 36. Bureau of Jail Mgmt and Penology 37. Commission on Human Rights 38. Phil Normal University 39. Commission on Appointments, etc		
9	Audited Financial Statement		
	Is it duly stamped by the BIR?	✓	Responsive
	Is it an authentic copy of the original?	✓	Responsive
10	Is it complete?	✓	Responsive
	Is NFCC computation accurate?	✓	Responsive
	NFCC equivalent to ABC?	✓	Responsive
	If CLC, it was confirmed to be from the Issuing bank (for goods only)?	NA	Php267,304,388.01
	CLC is 10% of the ABC?	NA	
11	Bid Security		
	Correct as to Type?	✓	State as to what type: Bid Securing Declaration (BSD)
	Sufficient in amount?	NA	
	State validity period:		120 calendar days
	If BSD, correct in form and wording and duly notarize?	✓	
12	Omnibus Sworn Statement		
	Signatory authorized to sign?(check copy of Secretary's Certificate, SPA, Board Resolution)	✓	Responsive
	Is Not Blacklisted? https://www.gppb.gov.ph/blacklistedsuppliers.php https://www.gppb.gov.ph/blacklistedcontractors.php	✓	Responsive
	Bid Documents submitted by bidder are authentic copy of the original (compare photocopy with original copy on file)	✓	Responsive
	Bidder (or any of its owners, partners, officers, members, directors, controlling stockholders) is not related to the HoPE, any members of the BAC/TWG, BAC Secretariat, end-user unit and project consultant?	✓	Responsive

	Compliant with Labor Laws?(check/verify that remittances were made to PhilHealth, Pag-IBIG,SSS, etc)	✓		Responsive
	Bidder is aware of its responsibility?	✓		Responsive
	Bidder gave, or pay directly or indirectly any consideration to any government personnel in relation to the procurement project?		✓	Responsive
13	Project Requirements (for infra only)			
	State Bidder's key personnel's competence and experience (refer to list of contractor's organizational chart for the contract to be bid and the list of personnel to be assigned to the project)			NA
	Are the Equipment units to be owned/leased/under purchase agreement by the bidder for use in the contract under bidding available of the required capacity and in operating condition? (refer to the submitted list of contractor's equipment)	NA		
13.1	State below the results of verification and/or inspection and test of the goods/product, aftersales, and/or maintenance capabilities, in applicable cases.			
	Warranty	NA		
	Aftersales Service	NA		
	Delivery Period	Effective upon receipt of NTP, until December 31, 2023		
	Training	NA		
	Installation and Commissioning	NA		
	Brochures	NA		
	Other requirements (List other requirements) Certificate of Good Standing from SSS, PHIC, PAG IBIG, DOLE, NLRC and two (2) existing clients	Responsive		

C. Additional Eligibility Requirements

	Submitted its latest Income & Business Tax Returns (issued in the last six months)	✓		Responsive
	Submitted the following licenses and permits required by law and as stated in the PBD: (List down, if applicable)	NA		
	Submitted copies of Articles of Incorporation (for Corp)	✓		Responsive
	Submitted Construction Safety and Health Program duly approved by DOLE (for infra only)	NA		

*Indicate whether responsive or non-responsive


6. Findings

☒ Responsive


☐ Non-Responsive

Prepared by:


ERIC C. CALANNO
TWG


NESTOR Q. COLIBAO JR.
TWG

Submitted by:

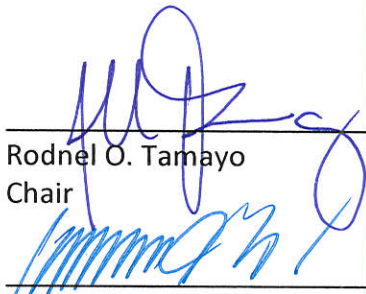

MARY GRACE B. OPON
BAC Secretariat
Date:

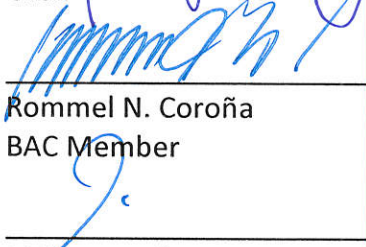
Metals Industry Research and Development Center


ABSTRACT OF BIDS AS READ


Name of Contract to be Bid:	"Procurement of Janitorial Services for the Center CY 2023-2025"
Approved Budget of Contract:	Php 1,650,000.00
Date, Time and Place of Bid Opening:	December 21, 2022 9:00 am., Mercury Conference Room, 3F MIRDC Gold Building
Purchase Request No.:	P.R. # 22101472


Name of Bidders	Cancu Enterprise & Gen. Service Inc.	Excellent General Services, Inc.	CBII Phils Int'l Inc.
Total Amount of Bid	Php 1,530,293.04	Php 1,617,379.92	Php 1,617,382.63
Form of Bid Security	Bid Securing Declaration	Bid Securing Declaration	Bid Securing Declaration
Bank/Company	N/A	N/A	N/A
Validity Period	120 calendar days	120 calendar days	120 calendar days
Bid Security Amount	N/A	N/A	N/A
Required Bid Security	As per RA 9184	As per RA 9184	As per RA 9184
Sufficient/Insufficient	Sufficient	Sufficient	Sufficient
Remarks	Passed	Passed	Passed


Rodnel O. Tamayo
Chair



Rommel N. Coroña
BAC Member


Isidro D. Millo
BAC Member


Nestor Q. Colibao Jr.
BAC-TWG


Trixie Hazel C. Veluz
Vice-Chair


Zalda R. Gayahan
BAC Member

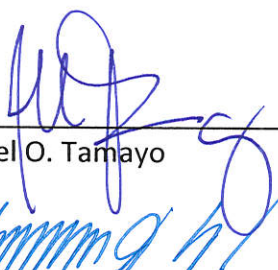

Eric C. Calanno
BAC-TWG

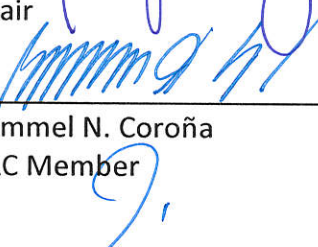
Metals Industry Research and Development Center


ABSTRACT OF BIDS AS CALCULATED


Name of Contract to be Bid:	"Procurement of Janitorial Services for the Center CY 2023-2025"
Approved Budget of Contract:	Php 1,650,000.00
Date, Time and Place of Bid Opening:	Dec. 21,2022/9:00 am., Mercury Conference Room, 3F MIRDC Gold Building
Purchase Request No.:	P.R. # 22101472
Implementing Office/End-User:	Metals Industry Research and Development

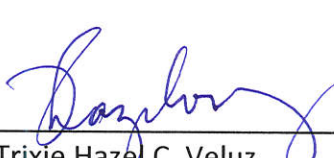
Name of Bidders	Cancu Enterprise & Gen. Service Inc.	Excellent General Services, Inc.	CBII Phils Int'l Inc.
Total Amount of Bid	Php 1,699,840.78	Php 1,617,382.35	Php 1,617,382.35
Form of Bid Security	Bid Securing Declaration	Bid Securing Declaration	Bid Securing Declaration
Bank/Company	N/A	N/A	N/A
Validity Period	120 calendar days	120 calendar days	120 calendar days
Bid Security Amount	N/A	N/A	N/A
Required Bid Security	As per RA 9184	As per RA 9184	As per RA 9184
Sufficient/Insufficient	Sufficient	Sufficient	Sufficient
Remarks	Failed	Passed	Passed


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**DEPARTMENT OF SCIENCE AND TECHNOLOGY
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**
Gen. Santos Ave., Bicutan City Tel. Nos. 837-0431 to 38 / Fax No. 837-0613

Project:	Procurement of Janitorial Services for the Center CY 2023-2025
Subject:	Post Qualification of bidders CBII Philippines International, Inc. and Excellent General Services, Inc.
Date:	December 27, 2022

PHOTOS OF POST QUALIFICATION

- A. CBII Philippines International, Inc. office located at 8771 Unit C-Santol Street, San Antonio Village Makati City. BAC & TWG with Ms. Eva Exevea, Marketing staffs of CBII.**



- B. CBII Storage Area.**





**DEPARTMENT OF SCIENCE AND TECHNOLOGY
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**
Gen. Santos Ave., Bicutan City Tel. Nos. 837-0431 to 38 / Fax No. 837-0613

- C. Excellent General Services, Inc. office located at 28 Evangelista Reyes Street, BF Resort Village, Talon II, Las Piñas City. . BAC & TWG with Ms. Gina O. Ramos, President and General Manager of EGSi



D. EGSi Storage Area.



Prepared by:


NESTOR C. COLIBAO JR.
Engr. II, FAD-AGSS /TWG

Noted by:


ERIC C. CALANNO
Engr. III, FAD-AGSS/TWG