



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BACOMZ PHILINAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. OCA-PB-02-24

**RESOLUTION RECOMMENDING AWARD OF THE CONTRACT ON THE
PROCUREMENT OF CONTRACTING OF THE SERVICES OF
OUTSOURCED PERSONNEL OF THE OFFICE OF CONSULAR AFFAIRS-ASEANA
AND CONSULAR OFFICES FOR JULY TO DECEMBER 2024**

WHEREAS, the Department of Foreign Affairs (DFA), through the authorized appropriations under the Passport Revolving Funds, intends to apply the sum of *Twenty-Six Million Six Hundred Six Thousand One Hundred Eighteen Pesos (Php 26,606,118.00) only*, being the Approved Budget for the Contract (ABC) for the *Contracting of the Services of Outsourced Personnel for the Office of Consular Affairs–Aseana and Consular Offices for July to December 2024* (the Procurement project);

WHEREAS, on 31 May 2024, the Bids and Awards Committee (BAC) conducted a Pre-Procurement Conference to assess the readiness of the procurement in terms of confirming the availability of funds and to review all relevant documents in relation to the procurement project;

WHEREAS, on 03 June 2024, the Bids and Awards Committee (BAC) Secretariat posted for seven (7) consecutive calendar days the *Invitation to Bid* for the procurement project on the DFA and PhilGEPs websites, and conspicuous places within the premises of the DFA, in accordance with Section 2.1.2 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

WHEREAS, on 11 June 2024, the BAC held a *Pre-Bid Conference* to discuss the eligibility requirements and the technical and financial components of the contract to be bid, in which two (2) prospective bidders attended namely: DBP Service Corporation, and EPeople Manpower Services;

WHEREAS, on 13 June 2024, the BAC issued Supplemental Bid/Bulletin No. 1 informing the prospective bidders that Annex C of the Technical Specifications serves as a sample for the computation of rates except for the number of personnel, number of days

per year, days worked per week, required number of personnel, and contract period. The bid bulletin also awarded the schedule of Post Qualification Conference on 28 June 2024, Friday, 1:30 P.M.;

WHEREAS, on 18 June 2024, the BAC issued Supplemental Bid/Bulletin No. 2 informing the prospective bidders that the reduction of outsourced personnel will be done gradually by the third quarter and that the end-user will send a formal notice to the winning bidder as stated in the Technical Specifications under Letter C item no. 1 paragraph 2 (Contractor's Obligations). The Supplemental Bid also communicated the removal of item 13 of page 37 on the provision of PPEs such facemask, alcohol, etc. with reference to DOLE Advisory no. 18, series of 2020, and based on the Technical Specifications of May to December 2023;

WHEREAS, on 25 June 2024, the deadline for the submission and receipt of bids as well as the date of opening thereof, one (1) bidder, namely, DBP Service Corporation, submitted its bid which the BAC determined to be as follows:

<i>Eligibility and Technical Component</i>	<i>Financial Component</i>
Compliant	PHP 26,605,200.66

WHEREAS, the BAC declared **DBP Service Corporation** as having the Single Calculated Bid, and subjected it to Post-Qualification on 28 June 2024, pursuant to Section 34.2 of the IRR of RA 9184, to determine whether it complies with and is responsive to all the requirements and conditions specified in the Bidding Documents;

WHEREAS, on 25 June 2024, the BAC issued a Notice of Schedule of Post Qualification informing all bidders, observers, and other interested parties that the scheduled Post Qualification Conference on 28 June 2024, Friday, is rescheduled from 1:30 P.M. to 10:00 A.M. due to the rescheduled Nationwide Simultaneous Earthquake Drill (NSED) affecting all government agencies;

WHEREAS, during the post-qualification of bids and after careful consideration, the BAC determined that the bid of **DBP Service Corporation** was compliant with and is responsive to all the requirements and conditions specified in the Bidding Documents;

WHEREAS, the end-user also determined that the bid submission of **DBP Service Corporation** complies with all the requirements and conditions specified in the technical specifications of the procurement project;

NOW, THEREFORE, we, the Members of the Office of Consular Affairs-Bids and Awards Committee, unanimously **RESOLVE** to **RECOMMEND** the award of the contract for the **Procurement of Contracting of the Services of Outsourced Personnel for the Office of Consular Affairs – Aseana and Consular Offices for July to December 2024 to DBP Service Corporation** for having submitted the Single Calculated and Responsive Bid in the amount of Twenty-Six Million Six Hundred Five Thousand Two Hundred Pesos and 66/100 (Php 26,605,200.66) only, pursuant to Section 37 of the revised IRR of RA 9184.

ADOPTED this 28th day of June 2024, Pasay City.



ADELIO ANGELITO S. CRUZ
OCA BAC Chairperson



ARMAN R. TALBO
BAC Vice-Chairperson


CONRAD S. DENDEM JR.
BAC Member


ANTONIO EMMANUEL R. MIRANDA
Alternate BAC Member


CHARLIE FLORIAN T. PREMICOLAS
Alternate BAC Member


VAL SIMON T. ROQUE
Alternate Vice-Chairperson


MANUEL C. ARAP
BAC Member


ANA ANGELA C. CABILLAN
Alternate BAC Member


MARX IAN A. RULLODA
End-User Representative

Approved:

ANTONIO A. MORALES
Undersecretary
and Head of the Procuring Entity