



24 November 2025

**ASTI – BIDS AND AWARDS COMMITTEE  
BAC Resolution No. EPA-25-11-004**

**DECLARATION OF THE BIDDER WITH THE SINGLE CALCULATED RESPONSIVE BID FOR THE  
PROVISION OF ONE (1) LOT JANITORIAL SERVICES FOR CY 2026  
(EARLY PROCUREMENT ACTIVITY)**

Purchase Request No.	:	<b>GAA-25-09-21987</b>
Date of Purchase Request	:	<b>19 September 2025</b>
Invitation to Bid No.	:	<b>25-10-5476</b>
Solicitation No.	:	<b>25-10-5476</b>
PhilGEPS Reference No.	:	<b>12508357</b>
Approved Budget for the Contract	:	<b>₱4,000,000.00</b>

**WHEREAS**, Republic Act (RA) No. 12009, otherwise known as the “New Government Procurement Act (NGPA)”, was enacted to modernize, harmonize, and streamline the public procurement system to promote transparency, accountability, equity, efficiency, and economy in the government procurement process. Hence, pursuant to Section 117 of RA 12009, it took effect on 13 August 2024, after its publication in the Official Gazette and a newspaper of general circulation;

**WHEREAS**, the Government Procurement Policy Board (GPPB) subsequently approved and issued the Implementing Rules and Regulations (IRR) of RA 12009, providing the detailed guidelines, procedures, and standard forms necessary for the operationalization of the Act;

**WHEREAS**, the Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) Bids and Awards Committee (BAC), through its BAC Secretariat and Procurement Management Section (PMS), has conducted a review and orientation on the salient features, policy changes, and procedural updates introduced under the new law and its IRR;

**WHEREAS**, a Memorandum dated 15 July 2025, the DOST-ASTI BAC started the implementation of RA No. 12009 and its IRR as it recognizes the importance of ensuring compliance with the updated procurement framework, as well as the new standard forms, checklists, procedures, and documentary requirements prescribed;

**WHEREAS**, Competitive Bidding, under Section 27 of RA No. 12009 and its IRR, is a method of procurement open to any eligible and qualified bidder, wherein sealed bids are publicly invited, opened, and evaluated to ensure transparency, competitiveness, and value for money in government transactions. Under the IRR of RA 12009, Competitive Bidding shall be conducted when the Approved Budget for the Contract (ABC) exceeds the prescribed thresholds, specifically: above Two Million Pesos (₱2,000,000.00) for Goods and Services, Infrastructure Projects, and Consulting Services;

**WHEREAS**, on 29 August 2025, the Head of Procuring Entity (HoPE) of the DOST-ASTI approved the **Indicative Annual Procurement Plan for Fiscal Year 2026**;

**WHEREAS**, one of the purposes of the approval of said Indicative APP for FY 2026 is to ensure the timely delivery of goods, implementation of infrastructure projects, and rendition of consultancy services of the DOST-ASTI, through Early Procurement Activities (EPA) consistent with the Government Procurement Policy Board Resolution No. 14-2019 dated 17 July 2019 where Procuring Entities are encouraged to start procurement activity short of award;

**WHEREAS**, EPA is the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the DOST-ASTI BAC to the HoPE as to the award of

the contract, for goods to be delivered, infrastructure projects to be implemented, and consulting services to be rendered in the following fiscal year, pending approval of the respective funding sources;

**WHEREAS**, the **Indicative Annual Procurement Plan for Fiscal Year 2026** of the DOST-ASTI includes the procurement project titled “**Provision of One (1) Lot Janitorial Services for CY 2026 (Early Procurement Activity)**” to be procured through public bidding with an Approved Budget for the Contract amounting to **Four Million Pesos Only (₱4,000,000.00)**, inclusive of all government taxes and other fees;

**WHEREAS**, on **21 October 2025**, the Invitation to Bid and the Philippine Bidding Documents (PBD) for said procurement opportunity were published on the websites of the Philippine Government Electronic Procurement System and DOST-ASTI, as well as in the latter’s conspicuous place reserved for the purpose, consistent with Section 50 of RA No. 12009 and its IRR;

**WHEREAS**, Letters of Invitation were sent to three (3) witnesses and/or observers, namely:

- 1. Ms. Ma. Elena B. Deauna**  
State Auditor II  
Commission on Audit
- 2. Ms. Imelda S. Carrillo**  
President  
Philippine Institute for Supply Management
- 3. Mr. Danny Royeca**  
Secretary General  
Philippine Chamber of Commerce and Industry

**WHEREAS**, on **29 October 2025, 09:00 AM**, a Pre-bidding Conference was conducted by the DOST-ASTI BAC through videoconferencing, specifically via MS Teams, which was opened to prospective bidders, in compliance with Section 51.1 of the RA No. 12009 and its IRR;

**WHEREAS**, as a result of the discussion and clarifications made during the Pre-bidding Conference, the DOST-ASTI BAC issued **Supplemental Bid Bulletin No. BAC-2025-11-019** on **03 November 2025**, answering the queries of the prospective bidders;

**WHEREAS**, on **10 November 2025**, the DOST-ASTI BAC released a Notice of Postponement of Submission and Opening of Bids due to suspension of government work by Malacañang through Memorandum Circular No. 106, s. 2025, which suspends work in government offices in the National Capital Region as Super Typhoon Uwan (Fung-wong) barreled through Luzon with destructive winds and torrential rain;

**WHEREAS**, only one (1) prospective bidder purchased and submitted PBDs prior to the deadline of submission on **12 November 2025, 10:00 AM**, particularly **(1) Excellent General Services, Inc.**;

**WHEREAS**, on **12 November 2025, 10:30 AM**, during the scheduled Opening of Bids, the DOST-ASTI BAC opened the bids of **Excellent General Services, Inc.** in public and in the presence of the bidders’ representatives. Said Opening of Bids was conducted by the DOST-ASTI BAC through a blended meeting arrangement;

**WHEREAS**, to determine the bidders’ compliance with the eligibility, technical, and financial requirements specified in the DOST-ASTI PBD, the DOST-ASTI BAC examined the submitted documents of **Excellent General Services, Inc.** versus a checklist of requirements. The DOST-ASTI BAC used the non-discretionary “pass or fail” criterion;

**WHEREAS**, the DOST-ASTI BAC declared that **Excellent General Services, Inc.** was able to submit the required legal, technical, and financial documents/requirements, thereby rating the technical component of the bids of **Excellent General Services, Inc.** as “passed”;

**WHEREAS**, the DOST-ASTI BAC opened the financial component of the bids of **Excellent General Services, Inc.**, and the total bid amount submitted by the bidder is **Three Million Nine**

**Hundred Eighty-Four Thousand Pesos Only (₱3,984,000.00)**, inclusive of all government taxes, other fees and charges;

**WHEREAS**, the DOST-ASTI BAC conducted a detailed evaluation of the financial component of the bids of **Excellent General Services, Inc.** to establish the correct calculated prices of the bids. Consequently, the DOST-ASTI BAC directed the end-user to assist in further evaluating the bids submitted by **Excellent General Services, Inc.**;

**WHEREAS**, after due evaluation, the DOST-ASTI BAC and end-user unit found the submission of **Excellent General Services, Inc.** to be complete, but with arithmetical corrections. The corrected bid of **Excellent General Services, Inc.** is **Three Million Nine Hundred Sixty-Two Thousand Four Hundred Ninety-Six Pesos Only (₱3,962,496.00)**;

**WHEREAS**, Section 61.2.3 of the RA No. 12009 and its IRR provides:

*“In case of discrepancies between: (i) bid prices in figures and in words, the latter shall prevail; (ii) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (iii) stated total price and the actual sum of prices of component items, the latter shall prevail; (iv) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail; and (v) amount in price schedule and in the bid form, the latter shall prevail.”*

**WHEREAS**, based on the results of the evaluation and adopting Section 61.2.3 of the RA No. 12009 and its IRR, the DOST-ASTI BAC found that **Excellent General Services, Inc.** submitted the **Single Calculated Bid (SCB)** for said procurement project;

**WHEREAS**, the DOST-ASTI BAC declared **Excellent General Services, Inc.** as the bidder with SCB, through **BAC Resolution No. EPA-25-11-002** dated **13 November 2025**. Likewise, in the same resolution, the DOST-ASTI BAC Secretariat was instructed by the DOST-ASTI BAC to assist them in conducting post-qualification of said bidder;

**WHEREAS**, after verification, validation, and ascertainment of all statements made and documents submitted by **Excellent General Services, Inc.**, the DOST-ASTI BAC determined that the submission of said bidder passed all the criteria for post-qualification, viz:

<b>Lot No.</b>	<b>Item Description</b>	<b>Name of Bidder</b>	<b>Bid Price as Calculated (₱)</b>	<b>Ranking</b>
1	Provision of Janitorial Services	Excellent General Services, Inc.	₱3,962,496.00	Single Calculated Responsive Bid (SCRB)

**NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE FOREGOING**, WE, the members of the DOST-ASTI BAC hereby resolve to:

1. Declare **Excellent General Services, Inc.**, as the bidder with **SCRB**, for the **“Provision of One (1) Lot Janitorial Services for CY 2026 (Early Procurement Activity)”**, with a total bid price amounting to **Three Million Nine Hundred Sixty-Two Thousand Four Hundred Ninety-Six Pesos Only (₱3,962,496.00)**, inclusive of all government taxes, other fees and charges;
2. Recommend to the DOST-ASTI Director, as the Head of the Procuring Entity (HoPE), that the contracts be awarded to **Excellent General Services, Inc.** in the above-mentioned amounts; and;
3. Recommend the approval of the HoPE of the foregoing results.

**RESOLVED**, in Quezon City, this 24<sup>th</sup> day of November 2025.

**MAY C. CAYABAN**  
End-user

**MERYL REGINE L. ALGODON, Ph.D.**  
BAC Member

**PHILIP A. MARTINEZ**  
BAC Member

**RAMON VANN CLEFF B. RARO**  
BAC Member

**JELINA TANYA H. TETANGCO**  
BAC Vice Chairperson

**JEFFREY A. ABOROT**  
BAC Chairperson

APPROVED/DISAPPROVED:

**FRANZ A. DE LEON, Ph.D.**  
Director, DOST-ASTI