



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. 317-1768 loc. 738

NOTICE OF AWARD

Ms. GINA O. RAMOS
Excellent General Services, Inc.
No. 28 Evangeline Reyes Street, BF Resort Village,
Talon II, Las Piñas City
8872-1731 / 8874-7742 / 0977-3566333
generalegsi@gmail.com

Dear Ms. Ramos:

We are pleased to inform you that based on the findings of the Bids and Awards Committee, the contract for **Procurement of Janitorial Services for the Philippine Normal University Manila for the Year 2023** is hereby awarded to **EXCELLENT GENERAL SERVICES, INC.** pursuant of BAC Resolution No. **GD 2022-11-145** dated **January 27, 2023**.

Thus, notice is hereby given that the contract for the procurement of the project will be awarded to **EXCELLENT GENERAL SERVICES, INC.** in the total amount of **Nineteen Million Five Hundred Fifty-Eight Thousand Six Hundred Ninety-Seven Pesos and Forty-One Centavos (₱ 19,558,697.41)**, subject to submission within ten (10) calendar days from receipt hereof a Performance Security, valid until the issuance of the Certificate of Acceptance, in any of the following forms:

- a. Cash or cashier's manager's check issued by a universal or commercial bank or bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank: provided, however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank equivalent to ten percent (5%) of the total contract price (₱ 977,934.87); or
- b. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security equivalent to thirty percent (30%) of the total contract price (₱ 5,867,609.22); or
- c. Performance Securing Declaration (PSD) as provided under the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Failure to provide the performance security shall constitute ground for cancellation of the award and forfeiture of the bid security.

Very truly yours,
By Authority of the Board of Regents:

BERT A. TUGA
President

Conforme:

GINA O. RAMOS

Name of Authorized Representative

MARCH 24, 2023

Date



PHILIPPINE NORMAL UNIVERSITY
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BIDS AND AWARDS COMMITTEE
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**BAC Resolution Declaring the Single Calculated and Responsive Bidder and
Recommending Approval**

Resolution No. GD 2022-11-145

WHEREAS, the Philippine Normal University, in compliance with RA 9184, posted/advertised the Invitation to Bid for the **Procurement of Janitorial Services for the Philippine Normal University Manila for the Year 2023** on November 16-December 6, 2022 in PhilGEPS, PNU BAC Bulletin Board and PNU Website with an approved budget of Nineteen Million Five Hundred Ninety-Six Thousand Nine Hundred Twenty-One Pesos and Thirty-Four Centavos (Php 19,596,921.34) for the contract;

WHEREAS, a Pre-Bid Conference was conducted last **23 November 2022 (Wednesday)** virtually via Zoom application, wherein three (5) interested service providers attended the Conference, namely:

1. **Excellent General Services, Inc.** represented by Ms. Irene S. Bravo (generalegsi@gmail.com)
2. **CMPT Manpower Services** represented by Ms. Rhuby Ostaya (cmptrhubi@yahoo.com)
3. **Starcom Manpower and Allied Services, Inc.** represented by Mr. Ralph Rigor M. Forges (marketing@smasi.ph, gladys.anime@gmail.com)
4. **Itawes Manpower Services Corp.** represented by Mr. Randy M. Furigay (ispai2008@gmail.com)
5. **DearJohn Services, Inc.** represented by Ms. Carmen J. Amurao (carmenjohnson.amurao@dearjohnsi.com)

WHEREAS, the Regular Bids and Awards Committee (BAC) has scheduled and conducted the **Opening of Bids on 6 December 2022 (Tuesday)** at 2:00 PM held at the Pedro T. Orata Hall (Room 103);

WHEREAS, during the scheduled Opening of Bids, only one (1) service provider bought the Official Bid Documents, and submitted Bid, namely: **Excellent General Services, Inc.**;

WHEREAS, the summary of the Opening of Bids are as follows:

LOT	Bidder/s	Bid Amount	Remarks
Procurement of Janitorial Services for the Philippine Normal University Manila for the Year 2023 (ABC: Php 19,596,921.34)	Excellent General Services inc.	19,593,868.80	Eligible

WHEREAS, during the detailed Technical Evaluation conducted by the Technical Representative, **Excellent General Services, Inc.** complied and satisfied all the requirements specified in Section VII. Technical Specifications of the bidding documents;

WHEREAS, upon arithmetical computation, **Excellent General Services, Inc.**'s Financial Bid amounting to **Nineteen Million Five Hundred Fifty-Eight Thousand Six Hundred Ninety-Seven Pesos and Forty-One Centavos (P 19,558,697.41)** with an equivalent of 0.20% (P 38,223.93) variance from the ABC was then declared as the Single Calculated Bid, subject to further evaluation to ascertain, verify, and validate the submitted bid;

WHEREAS, on **26 January 2023 (Thursday)**, the BAC, Technical Working Group (TWG), and BAC Secretariat conducted the Post Qualification assessment on the submitted bids by **Excellent General Services, Inc.**, and was found to have complied with all the requirements and conditions specified in the bidding documents and have passed the post qualification after having verified, validated and ascertained its bid documents;



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WHEREAS, upon careful examination, verification and validation of the eligibility, technical and financial requirements submitted by **Excellent General Services, Inc.**, its bid of **Nineteen Million Five Hundred Fifty-Eight Thousand Six Hundred Ninety-Seven Pesos and Forty-One Centavos (₱ 19,558,697.41)** was found to be responsive; and

NOW, THEREFORE, WE, the Members of the Regular Bids and Awards Committee do hereby RESOLVE as it is hereby RESOLVED:

- a. That **EXCELLENT GENERAL SERVICES, INC.** be declared as the Single Calculated Responsive Bid, in consideration of its total amount of Bid equal to **Nineteen Million Five Hundred Fifty-Eight Thousand Six Hundred Ninety-Seven Pesos and Forty-One Centavos (₱ 19,558,697.41)**;
- b. That we, the members of the Bids & Awards Committee (BAC), as per University Memorandum No. 082, Series of 2022 dated 17 May 2022, recommends to the Head of the Procuring Entity (HoPE) to award the Contract as detailed in this BAC Resolution; and
- c. That, a **Notice of Award (NOA)** be issued to **EXCELLENT GENERAL SERVICES, INC.**, upon adoption and approval of this BAC Resolution.
- d. To recommend the foregoing for the approval of the Board of Regents of the Philippine Normal University.



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RESOLVED, during the Regular Meeting held on **January 27, 2023**, virtually via Google Meet application.

BIDS AND AWARDS COMMITTEE

Resolution No. GD 2022-11-145


LORDINO A. VERGARA
Chair


HELEN B. ADVINCULA
Member


CARL O. DELLOMOS
End-User


LEONORA P. NARAG
Member


JENNY C. MALITAO
Vice-Chair


CELIA M. ILANAN
Member


MARILYN U. BALAGTAS
Member


RYAN ANTHONY A. OLALIA
End-User


JOHN P. NATIVIDAD
End-User


KIMBERLY G. JAMELA
Technical Representative


RUTH A. ALIDO
Member

APPROVED


BERT J. TUGA
University President



PHILIPPINE NORMAL UNIVERSITY
The National Center for Teacher Education
BIDS AND AWARDS COMMITTEE
Taft Avenue, Manila
Tel. No. 317-1768 loc. 738

NOTICE TO PROCEED

March 30, 2023

Ms. GINA O. RAMOS
Excellent General Services, Inc.
No. 28 Evangeline Reyes Street, BF Resort Village,
Talon II, Las Piñas City
8872-1731 / 8874-7742 / 0977-3566333
generalegsi@gmail.com

Dear Ms. Ramos:

The attached Contract having been approved; notice is hereby given to **EXCELLENT GENERAL SERVICES, INC.** that work may commence for the project: **Procurement of Janitorial Services for the Philippine Normal University Manila for the Year 2023** effective after the receipt of this notice.

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 the Chair, Bids and Awards Committee.

Very truly yours,
By Authority of the Board of Regents

[Signature]
BERT J. PUGA
University President

I acknowledge receipt of this Notice on (date of receipt) APRIL 1, 2023

Name of the Representative of the Bidder: GINA O. RAMOS

Authorized Signature: *[Signature]*



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

PROJECT: Procurement of Janitorial Services for the Philippine Normal University Manila for the Year 2023

CONTRACT NO: GD 2022-11-145

CONTRACT AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

THIS AGREEMENT, made the APR 01 2023 day of APR 01 2023 between the **PHILIPPINE NORMAL UNIVERSITY (PNU)** of the Philippines represented herein by its President Dr. BERT J. TUGA, with Office address at PNU, Taft Avenue, City of Manila, hereinafter called the **"ENTITY"** of the one part and **EXCELLENT GENERAL SERVICES, INC.** represented by its President and General Manager, **Ms. GINA O. RAMOS**, duly organized and existing by virtue of the laws of the Republic of the Philippines with office address at No. 28 Evangeline Reyes Street, BF Resort Village, Talon II, Las Piñas City, hereinafter called the **"SUPPLIER"** of the other part.

WHEREAS, PNU will procure janitorial services for CY 2023;

WHEREAS, the University is in need of janitorial maintenance and sanitation services to have its premises and environs located at Taft Avenue, Manila, cleaned and properly maintained;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, *viz.*, **Procurement of Janitorial Services for the Philippine Normal University Manila for the Year 2023 (GD 2022-11-145)** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Nineteen Million Five Hundred Fifty-Eight Thousand Six Hundred Ninety-Seven Pesos and Forty-One Centavos (₱ 19,558,697.41)**, hereinafter called the **"CONTRACT PRICE"**.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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.:*
 - (a) 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
 - (b) 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;
 - (c) Performance Security;



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PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

[Handwritten signature of Irene G. Brando, Witness]

IRENE G. BRANDO
WITNESS

(d) Notice of Award of Contract; and the Bidder's conforme thereto; and
(e) 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 **Nineteen Million Five Hundred Fifty-Eight Thousand Six Hundred Ninety-Seven Pesos and Forty-One Centavos (₱ 19,558,697.41)** or such other sums as may be ascertained, **Excellent General Services, Inc.** agrees to **Procurement of Janitorial Services for the Philippine Normal University Manila for the Year 2023** in accordance with his/her/its Bid.

4. The **Philippine Normal University** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

WHEREAS, the **CONTRACTOR** has offered his services to **ENTITY** and the latter is willing to accept the services of the former under such terms and conditions prescribed under this contract.

WHEREAS, the following documents, hereinafter referred to as Contract Documents, shall be deemed integral parts of this Contract, as fully as if hereto attached or herein stated, and shall continue to govern and control in full force and effect, the rights and obligations of the parties as if the documents were set forth in full, except as otherwise modified by mutual agreement in writing of both parties, to wit;

Annex "A" Settlement of Disputes

Annex "B" Termination of Contracts

This Agreement becomes binding and valid upon approval by the proper authorities.

[Handwritten signature of Jose M. Ocampo Jr., VP-FA]

JOSE M. OCAMPO JR.
VP-FA

[Handwritten signature of Bert J. Tuga, President]

BERT J. TUGA
PRESIDENT



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

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.

**EXCELLENT
GENERAL SERVICES, INC.**

Gina
GINA O. RAMOS
President and General Manager

Rene S. Brajo
RENE S. BRAJO
Representative
Witness

**REPUBLIC OF THE PHILIPPINES
PHILIPPINE NORMAL UNIVERSITY**

Bert
BERT J. TUGA
President

JM
JOSE M. OCAMPO JR.
Vice President for
Finance and Administration
Witness

CERTIFICATION AS TO AVAILABILITY OF FUNDS
₱ 1,558,647.41

Jastine Brachte A. Pacurib
JASTINE BRACHTE A. PACURIB
Accountant III
J (101)



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

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

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public this _____ day of _____ 2023 at the City of Manila, personally appeared:

Name
1. BERT J. TUGA
2. GINA O. RAMOS

Gov't. ID No./CTC _____ Issued On/At
PN P07126583 21/04/2023
SSS ID #0 03-8500564-9 MANILA CITY

Known to me and to me known to be the same persons who executed the CONTRACT together with the ANNEXES consisting of seven (7) pages including this page of acknowledgement and they acknowledged to me that the same is their free and voluntary act and deed, as well as the free act and deed of the entities they represent respectively.

APR 01 2023

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

NOTARY PUBLIC
Until 31 December 2023
PTR No. _____

Doc No. 320
Page No. 65
Book No. 1
Series of 2023

ATTY. ESTER T. VILLARIN
Notary Public
Appointment No. LP 22-044
Until December 31, 2024
ROLL NO. 31643
PTR NO. 12491083J - 01/10/23 - Las Piñas
IBP NO. 17322-01/10/22
MCLE EXEMPTED NO. VII-JMETCr002276