



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

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MS. DELIA C. LEGASPINO
Campus Director
PHILIPPINE SCIENCE HIGH SCHOOL (PSHS)
SOUTHERN MINDANAO CAMPUS (SMC)
 Sto. Niño, Tugbok, Davao City

Re : Criteria for Evaluation of Janitorial and Security Services

Dear Director Legaspino:

This refers to your letter¹ requesting for an opinion on whether PSHS-SMC may adopt a different set of criteria in evaluating the bid proposals for the procurement of security and janitorial services:

As represented, PSHS-SMC bases its award of contract for the abovementioned services on the lowest responsive bid proposal. However, it is planning to adopt the following criteria, claimed to be based on Government Procurement Policy Board (GPPB) Resolution 24-2007², in evaluating the proposals:

JANITORIAL SERVICES		SECURITY SERVICES	
Bidder's Quotation	25	Bidder's Quotation	30
No. of Government Clients Served	5	Length of Service & No. of Clients Served	5
Length of Service in Business	5	No. of Government Clients Served	5
Financial Capacity	15	Financial Capacity	20
Allocation for Supplies & Materials	15	Basic Equipment	20
Basic Equipment	20	Extra Service Offered for Free	15
Housekeeping Plan	5	Security Plan	5
Extra Service Offered for Free	5		
TOTAL	100	TOTAL	100

Please note that Sections 30 and 32 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 provide that a non-discretionary "pass/fail" criterion shall be used in the evaluation of bids for the procurement of goods and infrastructure projects. D

¹ Dated 8 January 2012.

² Approving and adopting the Guidelines on the Procurement of Security and Janitorial Services.

These rules require an evaluation on the completeness of bids, *i.e.* bids must address and provide all the requirements in the Bidding Documents, which includes the Technical Specifications, such that failure to provide a required item or indicate a price shall result in the bid being considered non-responsive.

Unlike in the case of procurement of consulting services where the procuring entity evaluates bids using a pre-identified rating or scoring criteria, in the procurement of goods evaluation focuses on the responsiveness of the bidder's proposal to the technical and financial requirements of the project using only a non-discretionary pass/fail criterion. In the latter case, the winner shall be the bidder that complies with technical requirements of the project and offered the lowest calculated bid – the Lowest Calculated and Responsive Bid.

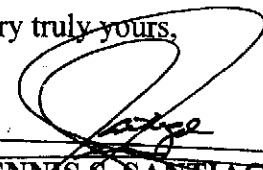
Please note that GPPB Resolution 24-2007, which adopts the Guidelines on the Procurement of Security and Janitorial Services (Guidelines), merely prescribes an objective set of parameters that procuring entities may consider in the evaluation of technical proposals for security and janitorial services. This informs procuring entities that additional set of technical parameters may be included in its requirements in order to assist them in obtaining a janitorial or security service that best responds to their needs.

We wish to stress, however, that these parameters are not meant to be evaluated in the same manner as in the procurement of consulting services, which utilizes rating or scoring, or merit-point system. The adoption of additional technical parameters prescribed in the Guidelines does not operate to exempt procuring entities from applying the rules on bid evaluation for procurement of goods. As clearly provided in Section 4.3 of the Guidelines, the procuring entity shall check compliance with the technical parameters using a non-discretionary "pass/fail" criterion.

In this regard, while PSHS-SMC may adopt additional technical parameters as mentioned in the Guidelines, compliance with such requirement shall be evaluated on a non-discretionary "pass/fail" basis, it cannot adopt a rating or scoring, or merit-point system *vis-à-vis* the established technical parameters as proposed in its letter.

We hope our advice provided sufficient guidance on the matter. This opinion is rendered on the basis of facts and particular situations presented, and may not be applicable given a different set of facts and circumstances. Should you have other concerns, please do not hesitate to contact us.

Very truly yours,


DENNIS S. SANTIAGO
Executive Director III 