



Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City
Tel Nos. 818-6301 to 09
Fax. No. 817-9843

OSG BIDS AND AWARDS COMMITTEE

Resolution No. 2020-12-006
ABC: Php2,200,000.00

OUTSOURCING SERVICE FOR THE DIGITIZATION OF ANCIENT DOCKET BOOKS OF THE DOCKET MANAGEMENT SERVICE

Whereas, on November 29, 2019, the Chief Administrative Officer, Financial Management Service (FMS), Budget Division issued a *Statement of Available Appropriation/ Allotment* in the amount of Two Million Two Hundred Thousand Pesos (Php2,200,000.00) for the Office of the Solicitor General's (OSG) Outsourcing Service for the Digitization of Ancient Docket Books of the Docket Management Service (DMS);¹

Whereas, on even date, the Chief Account, Accounting Division, FMS, issued a *Certificate of Available Funds* in the amount of Two Million Two Hundred Thousand Pesos (Php2,200,000.00) for the same purpose;²

Whereas, the BAC previously conducted a Pre-Procurement Conference on October 30, 2019 to determine its readiness for the procurement activity;³

Whereas, on December 05, 2019, the Administrative Division issued its *1st Indorsement* relative to the instant procurement with the approved *Purchase Request (PR) No. 019-11-415* dated November 28, 2019 amounting to **Two Million Two Hundred Thousand Pesos (Php2,200,000.00)**;⁴

¹ Annex A

² Annex B

³ Annex C

⁴ Annex D

Whereas, the OSG advertised the *Invitation to Bid* in the Philippine Government Electronic Procurement System (PhilGEPS),⁵ and in response thereto, Floro International Corp., Microdata System & Management Inc., SVI, Questronix/Etopian, LAS Management & General Services Inc., Ubix Corp., and MicroImaging attended the Pre-Bid Conference conducted on January 29, 2020;⁶

Whereas, during the scheduled Opening and Submission of Bids on February 12, 2020, the BAC did not receive any bid for the procurement thus, it was constrained to declare a failure of bidding;⁷

Whereas, with the resultant failed bid, the BAC issued *BAC Resolution No. 2020-02-001*, declaring the failure of bidding and recommending a re-bidding for the Outsourcing Service for the Digitization of Ancient Docket Books of the DMS;⁸

Whereas, on September 11, 2020, the Chief Administrative Officer, Financial Management Service (FMS), Budget Division issued a *Statement of Available Appropriation/ Allotment* in the amount of Two Million Two Hundred Thousand Pesos (Php2,200,000.00), and the Chief Account, Accounting Division, FMS, issued a *Certificate of Available Funds* in the same amount for the Outsourcing Service for the Digitization of Ancient Docket Books of the DMS;⁹

Whereas, on September 22, 2020, the Administrative Division issued its *2nd Indorsement* relative to the instant procurement with the approved *Purchase Request (PR) No. 020-09-111* dated September 18, 2020 amounting to **Two Million Two Hundred Thousand Pesos (Php2,200,000.00)**;¹⁰

Whereas, the OSG advertised the *Invitation to Bid* in the (PhilGEPS),¹¹ and in response thereto, InfoCentric attended the Pre-Bid Conference conducted on October 07, 2020;¹²

⁵ Annex E

⁶ Annex F

⁷ Annex G

⁸ Annex H

⁹ Annex I

¹⁰ Annex J

¹¹ Annex K

¹² Annex L

Whereas, during the scheduled Opening and Submission of Bids on October 19, 2020, the BAC did not receive any bid for the re-bidding of the instant procurement thus, it was constrained to declare a failure of bidding;¹³

Whereas, with the resultant failed re-bidding, the BAC issued *BAC Resolution No. 2020-11-001*, declaring a second failure of bidding and recommending the resort to Negotiated Procurement for the Outsourcing Service for the Digitization of Ancient Docket Books of the DMS;¹⁴

Whereas, on November 12, 2020, the BAC advertised the Invitation for Negotiated Procurement for this procurement.

Whereas, on November 16, 2020, the BAC conducted a Pre-Negotiated Procurement activity with prospective bid proponents (InfoCentric, SVI, LAS Management, and MicroImaging Sales and Services Inc.) to address their questions, clarifications and/or concerns regarding the Terms of Reference (TOR) before they submit their proposals for the procurement;¹⁵

Whereas, during the Opening and Submission of Bid Proposals for the Negotiated Procurement, the BAC received two (2) separate bid proposals from InfoCentric and MicroImaging;¹⁶

Whereas, upon opening of the bid proposals, both InfoCentric and MicroImaging complied with the documentary requirements for the instant procurement, and submitted their financial bids, as follows:

FINANCIAL COMPONENT	Bid Proponent	Financial Bid
ABC: Php2,200,000.00	InfoCentric	Php2,035,500.00
	MicroImaging	No financial bid submitted

Whereas, considering that **InfoCentric** passed the documentary requirements, and its financial bid is within the Approved Budget for the Contract (ABC), it was declared as the bidder with the lowest calculated and responsive bid for the Procurement of Outsourcing Service for the Digitization of

¹³ Annex M

¹⁴ Annex N

¹⁵ Annex O

¹⁶ Annex P

Ancient Docket Books of the DMS, subject to post-qualification;

Whereas, during the post-qualification, **InfoCentric** was found to be compliant with all the Legal and Technical capability requirements contained in the bid proposal documents;¹⁷

NOW, THEREFORE, be it resolved, as it is hereby resolved by the BAC to recommend the contract for the **Outsourcing Service for the Digitization of Ancient Docket Books of the Docket Management System** amounting to **Two Million Thirty-Five Thousand Five Hundred Pesos (Php2,035,500.00)**, be awarded to **InfoCentric**, as the Bidder with the Lowest Calculated and Responsive Bid.

Makati City, December 18, 2020.



ASG JOSEPH L. GUEVARRA
Chairperson



SSS AILEEN P. ESPINA-DALWATAN
Vice-Chairperson



SSS ARLEEN T. REYES
Member



SSI JOCELYN P. CASTILLO-SARMIENTO
Member



ASIII ALANNA GAYLE ASHLEY B. KHIO
Member

¹⁷ Annex Q



ASII EMILE JUSTIN D. CEBRIAN
Member



DIR. BERNADETTE M. LIM
Member