

[GPPB RESOLUTION NO. 24-2007, September 28, 2007]

**APPROVING AND ADOPTING THE GUIDELINES ON THE
PROCUREMENT OF SECURITY AND JANITORIAL SERVICES**

WHEREAS, Section 63 of Republic Act No. 9184 (R.A. 9184) and Section 63.1 of the Implementing Rules and Regulations Part A (IRR-A) provide that the Government Procurement Policy Board (GPPB) shall have the power to formulate and amend public procurement policies, rules and regulations, and amend, whenever necessary the IRR-A;

WHEREAS, it is recognized that the procurement of security and janitorial services has significant budgetary impact across the bureaucracy;

WHEREAS, considering the numerous queries received relating to security and janitorial services, there is a need to provide guidelines in the procurement of these services;

WHEREAS, the Inter-Agency Technical Working Group (IATWG), during its 8th regular meeting held last 17 August 2007, recommended the issuance of guidelines to govern the procurement of security and janitorial services;

WHEREAS, the IATWG, in its 8th and 9th regular meetings held last 17 August 2007 and 14 September 2007, respectively, deliberated and agreed on the proposed guidelines for the procurement of security and janitorial services, and accordingly recommends these to the GPPB for its approval;

NOW, THEREFORE, for and in consideration of the foregoing, WE, the Members of the GOVERNMENT PROCUREMENT POLICY BOARD, by virtue of the powers vested on US by law, hereby RESOLVE to approve and adopt, as WE hereby approve and adopt the "Guidelines on the Procurement of Security and Janitorial Services, attached hereto as Annex "A" and made an integral part hereof.

This resolution shall take effect immediately.

Adopted: 28 Sept. 2007

(SGD.) ROLANDO G. ANDAYA, JR.
Secretary
Department of Budget and Management

Also signed by Representatives of:

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

Attested by:

(SGD.) RUBY U. ALVAREZ
Board Secretary, GPPB
Executive Director, GPPB-TSO

Annex "A"

GUIDELINES ON THE PROCUREMENT OF SECURITY
AND JANITORIAL SERVICES

1.0 POLICY STATEMENT

Under Section 5 (h) of Republic Act 9184 (R.A. 9184), as reiterated in Section 5 (k) of its Implementing Rules and Regulations Part A (IRR-A), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, in the procurement of security or janitorial services, the winning bid is determined by the lowest calculated and responsive bid.

It is recognized, however, that the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.

2.0 SCOPE AND APPLICATION

These guidelines shall govern the procurement of security and janitorial services by government agencies.

These guidelines shall not apply to the procurement of other general support services, such as, repair and maintenance of equipment and furniture, trucking, hauling, and other services.

3.0 PURPOSE

These guidelines are formulated to meet the following objectives:

3.1 To prescribe an objective set of parameters in the evaluation of technical proposals for security and janitorial services;

3.2 To provide conditions on the use of multi-year contracts for security and janitorial services.

4.0 ADDITIONAL SET OF TECHNICAL PARAMETERS

4.1 Procuring entities are highly encouraged to evaluate the technical proposal of bidders using the additional set of parameters prescribed in Appendix A of these guidelines. However, considering that procuring entities have different needs and