



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

MEMORANDUM

TO : THE CHED MANAGEMENT COMMITTEE

FOR : THE HONORABLE CHAIRMAN AND COMMISSIONERS

THROUGH : **ATTY. LILY FREIDA T. MACABANGUN – MILLA, CESO IV**
OIC, Office of the Executive Director

FROM : **MS. BEATRIZ D. PASCUAL**
Head, Bids and Awards Committee Secretariat

SUBJECT: **COMPLETED STAFF WORK (CSW) FOR THE RECOMMENDATION OF THE BAC FOR APPROVAL OF THE 1ST REVISED ANNUAL PROCUREMENT PLAN FOR NON-COMMON USE SUPPLIES (APP NON-CSE) FY 2021**

This is to respectfully submit the Complete Staff Work (CSW) for the recommendation of the BAC to approve the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021 for inclusion in the agenda for the March 30, 2021 Commission en Banc meeting / Joint Management Committee and Commission en Banc meeting under the items for the Bids and Awards Committee (BAC).

Attached with the CSW are the following documents:

1. BAC Resolution

The Bids and Awards Committee (BAC) hereby requests the recommendations from the CHED Joint Management Committee and Commission en Banc on the proposed actions for the above-mentioned concerns.



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Attached with the CSW are the following documents:

1. BAC Resolution

The Bids and Awards Committee (BAC) hereby requests the recommendations from the CHED Joint Management Committee and Commission en Banc on the proposed actions for the above-mentioned concerns.

COMPLETE STAFF WORK (CSW) FORM

A. Subject:

Approval of the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021

B. Proponent Office: Bids and Awards Committee (BAC)

C. Action Requested

- For comment
 For approval

- For endorsement
 For signature

D. Rationale / Background Information:

Per BAC Resolution No. 2021-003 dated January 26, 2021, the Bids and Awards Committee (BAC), recommended for approval of the **Annual Procurement Plan for Non Common Use Supplies (APP Non-CSE) FY 2021**.

The Commission en Banc (CEB), through CEB Resolution No. 032-2021 dated February 2, 2021 with the concurrence of the Management Committee approved the **Annual Procurement Plan for Non Common Use Supplies (APP Non-CSE) FY 2021**.

The Bids and Awards Committee (BAC) is mandated by Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" to prepare the Annual Procurement Plan (APP) to be approved by the Head of the Procuring Entity (HoPE).

Section 14.1 (i) of the revised Implementing Rules and Regulation (IRR) of R.A. 9184 provides that the BAC Secretariat is tasked to consolidate the Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP.

The (a) Administrative, Financial and Management Service – Human Resource Development Division (AFMS-HRDD), (b) Administrative, Financial and Management Service – General Services Division (AFMS-GSD), (c) Office of Planning, Research and Knowledge Management (OPRKM), (d) International Affairs Staff (IAS), (f) Unified Student Financial Assistance System for Tertiary Education (UNIFAST), (g) Office of Programs and Standards Development (OPSD), (h) Office of Student Development and Services (OSDS), (i) Higher Education Development Fund Staff (HEDFS), (j) ISO Project, (k), Legal and Legislative Service (LLS) and (l) Philippine California Advanced Research Institute – PMCO (PCARI-PMCO) submitted its revised PPMPs to the AFMS and HEDFS Budget Division for evaluation and to ensure that the Approved Budget for the Contract (ABC) in the PPMPs for FY 2021 is consistent with the approved budget for the regular fund (101) and HEDF (151) for FY 2021.

The AFMS and HEDFS Budget Division upon evaluation, forwarded the revised PPMPs for FY 2021 to the BAC Secretariat for consolidation.

The Bids and Awards Committee, based on the evaluation by the members of the Technical Working Groups, approved the mode of procurement such as public bidding or the appropriate alternative method of procurement (AMP) (i.e. direct contracting, repeat order, shopping, limited source bidding and negotiated procurement (i.e. emergency cases, agency-to-agency, scientific, scholarly or artistic work, exclusive technology and media services, highly technical consultants, small value procurement, lease of real property and venue, Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets) stated in the APP.

On March 17, 2021 regular BAC meeting, the BAC, upon evaluation recommended for approval by the Commission En Banc (CEB), the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021.

In relation to this, the BAC hereby requests for approval by the CEB the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021.

E. Supporting Documents:

- Draft CEB Resolution
 - MOA/Contract
 - CMO, CSO, CAO
 - Certification / Justification
- OTHERS, (Pls. Specify):


1. BAC Resolution

F. Proposed Keywords for the CEB Resolution Online Library Entry

(maximum of 5 keywords)

1. 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021
2. Bids and Awards Committee
3. 1st Revised APP-Non CSE FY 2021
4. Revised PPMP for FY 2021
5. Procurement

G. Recommending Approval

OFFICE	SIGNATURE	REMARKS
BAC	 ATTY. LILY FREIDA M. MILLA Vice Chair, Bids and Awards Committee OIC, Office of the Executive Director	

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COMPLETE STAFF WORK (CSW) FORM

A. Subject:

Approval of the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021

B. Proponent Office: Bids and Awards Committee (BAC)

C. Action Requested

For comment
 For approval

For endorsement
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D. Rationale / Background Information:

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The Commission en Banc (CEB), through CEB Resolution No. 032-2021 dated February 2, 2021 with the concurrence of the Management Committee approved the **Annual Procurement Plan for Non Common Use Supplies (APP Non-CSE) FY 2021**.

The Bids and Awards Committee (BAC) is mandated by Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" to prepare the Annual Procurement Plan (APP) to be approved by the Head of the Procuring Entity (HoPE).

Section 14.1 (i) of the revised Implementing Rules and Regulation (IRR) of R.A. 9184 provides that the BAC Secretariat is tasked to consolidate the Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP.

The (a) Administrative, Financial and Management Service – Human Resource Development Division (AFMS-HRDD), (b) Administrative, Financial and Management Service – General Services Division (AFMS-GSD), (c) Office of Planning, Research and Knowledge Management (OPRKM), (d) International Affairs Staff (IAS), (f) Unified Student Financial Assistance System for Tertiary Education (UNIFAST), (g) Office of Programs and Standards Development (OPSD), (h) Office of Student Development and Services (OSDS), (i) Higher Education Development Fund Staff (HEDFS), (j) ISO Project, (k), Legal and Legislative Service (LLS) and (l) Philippine California Advanced Research Institute – PMCO (PCARI-PMCO) submitted its revised PPMPs to the AFMS and HEDFS Budget Division for evaluation and to ensure that the Approved Budget for the Contract (ABC) in the PPMPs for FY 2021 is consistent with the approved budget for the regular fund (101) and HEDF (151) for FY 2021.

The AFMS and HEDFS Budget Division upon evaluation, forwarded the revised PPMPs for FY 2021 to the BAC Secretariat for consolidation.

The Bids and Awards Committee, based on the evaluation by the members of the Technical Working Groups, approved the mode of procurement such as public bidding or the appropriate alternative method of procurement (AMP) (i.e. direct contracting, repeat order, shopping, limited source bidding and negotiated procurement (i.e. emergency cases, agency-to-agency, scientific, scholarly or artistic work, exclusive technology and media services, highly technical consultants, small value procurement, lease of real property and venue, Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets) stated in the APP.

On March 17, 2021 regular BAC meeting, the BAC, upon evaluation recommended for approval by the Commission En Banc (CEB), the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021.

In relation to this, the BAC hereby requests for approval by the CEB the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021.

E. Supporting Documents:

- Draft CEB Resolution
 - MOA/Contract
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- OTHERS, (Pls. Specify):


1. BAC Resolution

F. Proposed Keywords for the CEB Resolution Online Library Entry

(maximum of 5 keywords)

1. 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021
2. Bids and Awards Committee
3. 1st Revised APP-Non CSE FY 2021
4. Revised PPMP for FY 2021
5. Procurement

G. Recommending Approval

OFFICE	SIGNATURE	REMARKS
BAC	<p style="text-align: center;">  ATTY. LILY FREIDA M. MILLA Vice Chair, Bids and Awards Committee OIC, Office of the Executive Director </p>	

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EXCERPTS FROM THE MINUTES OF THE COMMISSION EN BANC MEETING
HELD ON 30 MARCH 2021 VIA ZOOM VIDEO CONFERENCING

RESOLUTION No. ____ - 2021

WHEREAS, the Commission en Banc (CEB), through CEB Resolution No. 032-2021 dated February 2, 2021 with the concurrence of the Management Committee approved the Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021;

WHEREAS, the Bids and Awards Committee (BAC) is mandated by Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" to prepare the Annual Procurement Plan (APP) to be approved by the Head of the Procuring Entity (HoPE);

WHEREAS, Section 14.1 (i) of the revised Implementing Rules and Regulation (IRR) of R.A. 9184 provides that the BAC Secretariat is tasked to consolidate the Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP;

WHEREAS, the (a) Administrative, Financial and Management Service - Human Resource Development Division (AFMS-HRDD), (b) Administrative, Financial and Management Service - General Services Division (AFMS-GSD), (c) Office of Planning, Research and Knowledge Management (OPRKM), (d) International Affairs Staff (IAS), (f) Unified Student Financial Assistance System for Tertiary Education (UNIFAST), (g) Office of Programs and Standards Development (OPSD), (h) Office of Student Development and Services (OSDS), (i) Higher Education Development Fund Staff (HEDFS), (j) ISO Project, (k), Legal and Legislative Service (LLS) and (l) Philippine California Advanced Research Institute - PMCO (PCARI-PMCO) submitted its revised PPMPs to the AFMS and HEDFS Budget Division for evaluation and to ensure that the Approved Budget for the Contract (ABC) in the PPMPs for FY 2021 is consistent with the approved budget for the regular fund (101) and HEDF (151) for FY 2021;

WHEREAS, the AFMS and HEDFS Budget Division upon evaluation, forwarded the revised PPMPs for FY 2021 to the BAC Secretariat for consolidation;

WHEREAS, the Bids and Awards Committee, based on the evaluation by the members of the Technical Working Groups, approved the mode of procurement such as public bidding or the appropriate alternative method of procurement (AMP) (i.e. direct contracting, repeat order, shopping, limited source bidding and negotiated procurement (i.e. emergency cases, agency-to-agency, scientific, scholarly or artistic work, exclusive technology and media services, highly technical consultants, small value procurement, lease of real property and venue, Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets) stated in the APP;

WHEREAS, on March 17, 2021 regular BAC meeting, the BAC, upon evaluation, recommended for approval by the Commission En Banc (CEB), the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021;

NOW, WHEREFORE, in view of the foregoing, be it:

RESOLVED, AS IT IS HEREBY RESOLVED, that in view of the recommendation of the Bids and Awards Committee, and upon its discussion and agreement, the Commission **approved** the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021.

J. PROSPERO E. DE VERA III
Chairman
Commission en Banc Meeting
30 March 2021

RONALD L. ADAMAT
Commissioner

LILIAN A. DE LAS LLAGAS
Commissioner

PERFECTO A. ALIBIN
Commissioner

ALDRIN A. DARILAG
Commissioner

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**EXCERPTS FROM THE MINUTES OF THE COMMISSION EN BANC MEETING
HELD ON 30 MARCH 2021 VIA ZOOM VIDEO CONFERENCING**

RESOLUTION No. ____ - 2021

RESOLVED, AS IT IS HEREBY RESOLVED, that in view of the recommendation of the Bids and Awards Committee, and upon its discussion and agreement, the Commission **approved** the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP Non-CSE) FY 2021 in accordance of 2016 revised Implementing Rules and Regulations of the Republic Act 9184.

J. PROSPERO E. DE VERA III
Chairman
Commission en Banc Meeting
30 March 2021

RONALD L. ADAMAT
Commissioner

LILIAN A. DE LAS LLAGAS
Commissioner

PERFECTO A. ALIBIN
Commissioner

ALDRIN A. DARILAG
Commissioner



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
BIDS AND AWARDS COMMITTEE
BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg., CP
Garcia Avenue, UP Diliman, Quezon City
Website: <http://www.ched.gov.ph> email: bacsecretariat@ched.gov.ph

BAC RESOLUTION NO. 2021-010

"Approval of the 1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021 by the CEB"

WHEREAS, as per BAC Resolution No. 2021-003 dated January 25, 2020, the Bids and Awards Committee (BAC), recommended for approval of the **Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**;

WHEREAS, the Commission en Banc (CEB), through CEB Resolution No. 032-2021 dated February 2, 2021, with the concurrence of the Management Committee approved the **Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**;

WHEREAS, the Bids and Awards Committee (BAC) is mandated by Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" to prepare the Annual Procurement Plan (APP) to be approved by the Head of the Procuring Entity (HoPE);

WHEREAS, Section 14.1 (i) of the revised Implementing Rules and Regulation (IRR) of R.A. 9184 provides that the BAC Secretariat is tasked to consolidate the Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP

WHEREAS, the (a) Administrative, Financial and Management Service – Human Resource Development Division (AFMS-HRDD), (b) Administrative, Financial and Management Service – General Services Division (AFMS-GSD), (c) Office of Planning, Research and Knowledge Management (OPRKM), (d) International Affairs Staff (IAS), (f) Unified Student Financial Assistance System for Tertiary Education (UNIFAST), (g) Office of Programs and Standards Development (OPSD), (h) Office of Student Development and Services (OSDS), (i) Higher Education Development Fund Staff (HEDFS), (j) ISO Project, (k), Legal and Legislative Service (LLS) and (l) Philippine California Advanced Research Institute – PMCO (PCARI-PMCO) submitted its revised PPMPs to the AFMS and HEDFS Budget Division for evaluation and to ensure that the Approved Budget for the Contract (ABC) in the PPMPs for FY 2021 is consistent with the approved budget for the regular fund (101) and HEDF (151) for FY 2021;

WHEREAS, the AFMS and HEDFS Budget Division upon evaluation forwarded the revised PPMPs for FY 2021 to the BAC Secretariat for consolidation;

WHEREAS, the Bids and Awards Committee (BAC) with the assistance of the Technical Working Group for Other Goods and Services (TWG-OGS) upon evaluation, resolved to recommend for approval the **1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**;

See

BAC RESOLUTION NO. 2021-010

WHEREFORE, RESOLVED AS IT IS HEREBY RESOLVED, that the Bids and Awards Committee hereby recommends for approval by the Commission en Banc the **1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**.

Done this 24th day of March, 2021, in accordance with Memorandum from the Office of the Executive Director dated May 28, 2020 re CHED Office Operations Beginning 01 June 2020.


Bids and Awards Committee

(on leave)
ATTY. MICHELLE DIANA P. MANIWANG-BASA
Member


ATTY. SEPTON A. DE LA CRUZ
Member


DIR. NELSON G. CAINGHUG
Member

(on official business)
DIR. LUISA S. VALENCIA
Member


ATTY. RYAN L. ESTEVEZ
Member


ATTY. LILY FREIDA M. MILLA
Vice Chair



(on leave)
ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson



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OFFICE OF THE PRESIDENT
**COMMISSION ON HIGHER EDUCATION
BIDS AND AWARDS COMMITTEE**
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Garcia Avenue, UP Diliman, Quezon City
Website: <http://www.ched.gov.ph> email: bacsecretariat@ched.gov.ph

BAC RESOLUTION NO. 2021-010

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WHEREAS, as per BAC Resolution No. 2021-003 dated January 25, 2020, the Bids and Awards Committee (BAC), recommended for approval of the **Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**;

WHEREAS, the Commission en Banc (CEB), through CEB Resolution No. 032-2021 dated February 2, 2021, with the concurrence of the Management Committee approved the **Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**;

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WHEREAS, the AFMS and HEDFS Budget Division upon evaluation forwarded the revised PPMPs for FY 2021 to the BAC Secretariat for consolidation;

WHEREAS, the Bids and Awards Committee (BAC) with the assistance of the Technical Working Group for Other Goods and Services (TWG-OGS) upon evaluation, resolved to recommend for approval the **1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**;

See

[Handwritten signature]

BAC RESOLUTION NO. 2021-010

WHEREFORE, RESOLVED AS IT IS HEREBY RESOLVED, that the Bids and Awards Committee hereby recommends for approval by the Commission en Banc the **1st Revised Annual Procurement Plan for Non-Common Use Supplies (APP-Non CSE) FY 2021**.

Done this 24th day of March, 2021, in accordance with Memorandum from the Office of the Executive Director dated May 28, 2020 re CHED Office Operations Beginning 01 June 2020.

Bids and Awards Committee

(on leave)
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Member


ATTY. SEPTON A. DE LA CRUZ
Member


DIR. NELSON G. CAINGHOG
Member

(on official business)
DIR. LUISA S. VALENCIA
Member


ATTY. RYAN L. ESTEVEZ
Member


ATTY. LILY FREIDA M. MILLA
Vice Chair



(on leave)
ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson