



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. 2022-093

"Recommendation to award the contract to UNIVERSITY OF THE PHILIPPINES for the procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices"

WHEREAS, the Bids and Awards Committee (BAC) deliberated on the approved Purchase Request (PR) from the Legal and Legislative Service (LLS) per approved Annual Procurement Plan (APP) for FY 2022;

WHEREAS, the approved Annual Procurement Plan (APP) included the Project Procurement Management Plan (PPMP) of the Legal and Legislative Service (LLS) for the **procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices** with an Approved Budget for the Contract (ABC) amounting to **Eight Hundred Eighty Thousand Pesos (P880,000.00)** and **"Agency-to-Agency"** was approved as the appropriate alternative method of procurement to be adopted under Section 53.5 of the 2016 revised IRR of the RA 9184;


WHEREAS, on May 27, 2022 regular BAC meeting, the BAC reviewed and evaluated the Technical Specifications, Justification of the end-user that resorting to Agency-to-Agency is more efficient and economical to the government, Proposal of the University of the Philippines, Certification from the University of the Philippines that it has the mandate and absorptive capacity to undertake the services required by LLS, Market Survey conducted by the LLS, and Cost Benefit Analysis prepared by the LLS;

WHEREAS, during May 27, 2022 regular BAC meeting, the end-user justified why the services of the **UNIVERSITY OF THE PHILIPPINES** is more economical and advantageous to CHED, as follows:

- a. In view of the successful conduct of Paralegal Training Program by the University of the Philippines Law Center for sixty (60) personnel from CHED Central and Regional Office, the end-user intends to enroll another batch of forty (40) participants for the same training starting June;
- b. Only the UP Law Center can provide extensive and comprehensive paralegal training that the end-user requires;
- c. The partnership with the UP Law Center is considered to be the most efficient and beneficial to the government because their program is designed as a foundation course for paralegals.

WHEREAS, based on the justification mentioned above by the end-user, the BAC found that the **UNIVERSITY OF THE PHILIPPINES** has complied with the requirements pursuant to Annex H, V, D, 5 (b) of the 2016 revised IRR of RA 9184 as follows:

SERVICING AGENCY	QUOTATION AMOUNT	REMARKS
UNIVERSITY OF THE PHILIPPINES	P880,000.00	complying


BAC RESO NO 2022-093
Prepared by YMadlangsakay


BAC RESOLUTION NO. 2022-093

WHEREFORE, RESOLVE AS IT IS HEREBY RESOLVED, that the Bids and Awards Committee (BAC), hereby recommends the award of contract through Agency-to-Agency with the **UNIVERSITY OF THE PHILIPPINES** in the total amount of **Eight Hundred Eighty Thousand Pesos (P880,000.00)** for the **procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices.**

Done this 27th day of May 2022, in accordance with Memorandum from the Office of the Executive Director No. 177 series of 2022 dated February 28, 2022 re 100% On-site Workforce Capacity starting 01 March 2022.

Bids and Awards Committee



DIR. CORINNA FRANCES CABANILLA
Member


MR. WINSTON C. BRACEROS
Member


ATTY. FREDERICK MIKHAIL I. FAROLAN
Member


DR. MARIVIC V. IRIBERRI
Member

(on official business)
ATTY. CHRISTIAN E. RIVERO
Member


ATTY. RYAN L. ESTEVEZ
Vice-Chair

Digitally signed
by Estevez,Ryan
Legisiana
Date: 2022.05.27
10:17:01 +08'00'


ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson



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. 2022-093

"Recommendation to award the contract to UNIVERSITY OF THE PHILIPPINES for the procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices"

WHEREAS, the Bids and Awards Committee (BAC) deliberated on the approved Purchase Request (PR) from the Legal and Legislative Service (LLS) per approved Annual Procurement Plan (APP) for FY 2022;

WHEREAS, the approved Annual Procurement Plan (APP) included the Project Procurement Management Plan (PPMP) of the Legal and Legislative Service (LLS) for the **procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices** with an Approved Budget for the Contract (ABC) amounting to **Eight Hundred Eighty Thousand Pesos (P880,000.00)** and **"Agency-to-Agency"** was approved as the appropriate alternative method of procurement to be adopted under Section 53.5 of the 2016 revised IRR of the RA 9184;

WHEREAS, on May 27, 2022 regular BAC meeting, the BAC reviewed and evaluated the Technical Specifications, Justification of the end-user that resorting to Agency-to-Agency is more efficient and economical to the government, Proposal of the University of the Philippines, Certification from the University of the Philippines that it has the mandate and absorptive capacity to undertake the services required by LLS, Market Survey conducted by the LLS, and Cost Benefit Analysis prepared by the LLS;

WHEREAS, during May 27, 2022 regular BAC meeting, the end-user justified why the services of the **UNIVERSITY OF THE PHILIPPINES** is more economical and advantageous to CHED, as follows:

- a. In view of the successful conduct of Paralegal Training Program by the University of the Philippines Law Center for sixty (60) personnel from CHED Central and Regional Office, the end-user intends to enroll another batch of forty (40) participants for the same training starting June;
- b. Only the UP Law Center can provide extensive and comprehensive paralegal training that the end-user requires;
- c. The partnership with the UP Law Center is considered to be the most efficient and beneficial to the government because their program is designed as a foundation course for paralegals.

WHEREAS, based on the justification mentioned above by the end-user, the BAC found that the **UNIVERSITY OF THE PHILIPPINES** has complied with the requirements pursuant to Annex H, V, D, 5 (b) of the 2016 revised IRR of RA 9184 as follows:

SERVICING AGENCY	QUOTATION AMOUNT	REMARKS
UNIVERSITY OF THE PHILIPPINES	P880,000.00	complying

du

1

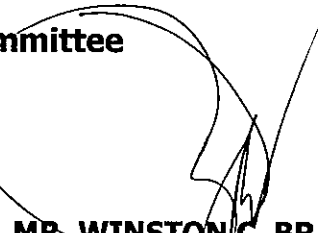
BAC RESOLUTION NO. 2022-093

WHEREFORE, RESOLVE AS IT IS HEREBY RESOLVED, that the Bids and Awards Committee (BAC), hereby recommends the award of contract through Agency-to-Agency with the **UNIVERSITY OF THE PHILIPPINES** in the total amount of **Eight Hundred Eighty Thousand Pesos (P880,000.00)** for the **procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices.**

Done this 27th day of May 2022, in accordance with Memorandum from the Office of the Executive Director No. 177 series of 2022 dated February 28, 2022 re 100% On-site Workforce Capacity starting 01 March 2022.

Bids and Awards Committee


DIR. CORINNA FRANCES CABANILLA
Member


MR. WINSTON C. BRACEROS
Member


ATTY. FREDERICK MIKHAIL I. FAROLAN
Member


DR. MARIVIC V. IRIBERRI
Member

(on official business)
ATTY. CHRISTIAN E. RIVERO
Member


ATTY. RYAN L. ESTEVEZ
Vice-Chair


ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson

See



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. 2022-093

"Recommendation to award the contract to UNIVERSITY OF THE PHILIPPINES for the procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices"

WHEREAS, the Bids and Awards Committee (BAC) deliberated on the approved Purchase Request (PR) from the Legal and Legislative Service (LLS) per approved Annual Procurement Plan (APP) for FY 2022;

WHEREAS, the approved Annual Procurement Plan (APP) included the Project Procurement Management Plan (PPMP) of the Legal and Legislative Service (LLS) for the **procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices** with an Approved Budget for the Contract (ABC) amounting to **Eight Hundred Eighty Thousand Pesos (P880,000.00)** and **"Agency-to-Agency"** was approved as the appropriate alternative method of procurement to be adopted under Section 53.5 of the 2016 revised IRR of the RA 9184;

WHEREAS, on May 27, 2022 regular BAC meeting, the BAC reviewed and evaluated the Technical Specifications, Justification of the end-user that resorting to Agency-to-Agency is more efficient and economical to the government, Proposal of the University of the Philippines, Certification from the University of the Philippines that it has the mandate and absorptive capacity to undertake the services required by LLS, Market Survey conducted by the LLS, and Cost Benefit Analysis prepared by the LLS;

WHEREAS, during May 27, 2022 regular BAC meeting, the end-user justified why the services of the **UNIVERSITY OF THE PHILIPPINES** is more economical and advantageous to CHED, as follows:

- a. In view of the successful conduct of Paralegal Training Program by the University of the Philippines Law Center for sixty (60) personnel from CHED Central and Regional Office, the end-user intends to enroll another batch of forty (40) participants for the same training starting June;
- b. Only the UP Law Center can provide extensive and comprehensive paralegal training that the end-user requires;
- c. The partnership with the UP Law Center is considered to be the most efficient and beneficial to the government because their program is designed as a foundation course for paralegals.

WHEREAS, based on the justification mentioned above by the end-user, the BAC found that the **UNIVERSITY OF THE PHILIPPINES** has complied with the requirements pursuant to Annex H, V, D, 5 (b) of the 2016 revised IRR of RA 9184 as follows:

SERVICING AGENCY	QUOTATION AMOUNT	REMARKS
UNIVERSITY OF THE PHILIPPINES	P880,000.00	complying

den

|| | | | |

BAC RESOLUTION NO. 2022-093

WHEREFORE, RESOLVE AS IT IS HEREBY RESOLVED, that the Bids and Awards Committee (BAC), hereby recommends the award of contract through Agency-to-Agency with the **UNIVERSITY OF THE PHILIPPINES** in the total amount of **Eight Hundred Eighty Thousand Pesos (P880,000.00)** for the **procurement of Training Service Provider for the Paralegal Training by the UP Law Center** for **forty (40) identified participants from CHED Central and Regional Offices.**

Done this 27th day of May 2022, in accordance with Memorandum from the Office of the Executive Director No. 177 series of 2022 dated February 28, 2022 re 100% On-site Workforce Capacity starting 01 March 2022.

Bids and Awards Committee


DIR. CORINNA FRANCES CABANILLA
Member


MR. WINSTON C. BRACEROS
Member


ATTY. FREDERICK MIKHAIL I. FAROLAN
Member


DR. MARIVIC V. IRIBERRI
Member

(on official business)
ATTY. CHRISTIAN E. RIVERO
Member


ATTY. RYAN L. ESTEVEZ
Vice-Chair


ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson



MS. TING



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
 HEDC Bldg., C.P. Garcia Ave., U.P. Diliman Quezon City

OBLIGATION REQUEST AND STATUS
CHED-HEDE
 Agency

No. **2022 06-00905**
 Date: **JUN 09 2022**
 Fund:

03104369

Payee	UNIVERSITY OF THE PHILIPPINES			
Office				
Address	Quezon City			
Responsibility Center	Particulars	MFO/PAP	UACS Code/ Expenditure	Amount
<i>COMPLIANCE</i>	To obligate payment for the Paralegal Training Program of the UP Law Center for forty (40) identified CHED Participants from CHED Central and Regional Offices amounting to	1.1	500-99 990-99	880,000.00
TOTAL:				880,000.00

A.	Certified: Charges to appropriation/ allotment necessary lawful and under my direct supervision ; and supporting documents valid, proper and legal	B.	Certified: Allotment available and obligated for the purpose/ adjustment necessary as indicated above
Signature:		Signature :	
Printed Name:	ATTY.FREDERICK MIKHAIL "SPOCKY" I. FAROLAN Director IV Legal & Legislative Service, (LLS)	Printed Name :	VERNADETTE E. ALEJANDRO Administrative Officer V, HEDF
Position:	Head, Requesting Office/Authorized Representative	Position :	Head, Budget Unit/Authorized Representative
Date		Date :	

C. STATUS OF OBLIGATION						
Reference				Amount		
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
2022 Jun 9 2022	<i>Compliance</i>	<i>031043692022-06-0905</i>	<i>880,000</i>			

206105

SERVICE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This contract is made and entered into by and between:

The **COMMISSION ON HIGHER EDUCATION (CHED)**, a government agency attached to the Office of the President of the Philippines for administrative purposes that covers both public and private higher education institutions as well as degree-granting programs in all post-secondary educational institutions in the country, with office address at HEDC Building , C. P. Garcia Avenue Diliman Q.C represented herein by its Chairman, **J. PROSPERO DE VERA III** and herein referred to as the "**FIRST PARTY**";

-and-

The **UNIVERSITY OF THE PHILIPPINES**, the National University created by virtue of Republic Act No. 1870, as amended, and strengthened by Republic Act No. 9500, otherwise known as "The University of the Philippines Charter of 2008" through its constituent university at Diliman, with principal office at Quezon Hall, UP Campus, Diliman Quezon City, represented herein by its Chancellor, **FIDEL R. NEMENZO, D.Sc.** herein referred to as the "**SECOND PARTY**".

WITNESSETH:

WHEREAS, the **FIRST PARTY** desires to engage the services of the **SECOND PARTY**, through the UP Law Center, to conduct an online training program designed to provide and familiarize the trainees with the core and fundamental legal knowledge and the practical technical skills in fields of legal study which are essential, pertinent and relevant in the performance and delivery of its mandated public service comprising of , among others, administrative law, legal research and legal writing, law on public officers, contract law, property conveyancing, environmental law, taxation and other commercial laws;

WHEREAS, the **SECOND PARTY**, through the UP Law Center, has expressed its willingness to enter into contract with the **FIRST PARTY** for said services;

NOW THEREFORE, for and in consideration of the foregoing premises and mutual covenants hereinafter set forth, the parties hereby agree on the following terms and conditions:

1. The **SECOND PARTY** shall implement and conduct in favor of the **FIRST PARTY** an online training program and certificate course of its Paralegal Training Program for ninety-four (94) training hours and spanning a period of twelve (12) training weeks from **June 4, 2022 to September 3, 2022**, with **Forty (40)** training participants.
2. The **FIRST PARTY** shall pay the **SECOND PARTY** a total contract price of **EIGHT HUNDRED EIGHTY THOUSAND PESOS only (P880,000.00)** inclusive of the ten

percent (10%) administrative cost due to UP Diliman as per its University rules, and subject further to applicable taxes, if any, and the usual government accounting and auditing rules and regulations.

3. The FIRST PARTY shall exclusively determine and set the eligibility criteria and other requirements for the participation of **Forty (40)** CHED employees as the trainees of the program. Likewise, the FIRST PARTY shall identify the qualified trainees for this program and thus, shall issue the Office Order identifying and authorizing said qualified trainees to participate and complete the training program. A copy of this Office Order shall also be provided by the launching and commencement of the training program.
4. The SECOND PARTY will provide the following:
 - a. Provide specific training needs and requirements of the FIRST PARTY;
 - b. Provide for a pre-program and post-training evaluation meetings;
 - c. Provide workshop exercises/case studies and learning checks;
 - d. Provide handouts, and soft copies of the earned Certificates of Completion or Participation which will be given to each participant;
 - e. Submit one complete set of the training handouts and case materials; and
 - f. Submit the Post Program Report that includes training evaluations and recommendations.
5. The SECOND PARTY, through the UP Law Center shall not reveal or divulge to any person or entity any information or data concerning the organization, business, finances, transaction and/or other affairs of the FIRST PARTY and shall keep in complete secrecy all confidential information and will not use or attempt to use any such information in any manner which may injure, cause loss or damage, either directly or indirectly, to the FIRST PARTY's interests. This provision shall survive the validity and termination of this Agreement and the prohibition shall subsist without limit in point in time but will cease to apply to information or knowledge which may come into the public domain.
6. The SECOND PARTY unconditionally binds itself and agrees not to attempt directly or indirectly in any way or manner to circumvent the provisions of this Agreement.
7. Nothing in this Agreement shall be construed as creating or establishing an employer-employee relationship between the FIRST PARTY and the SECOND PARTY.

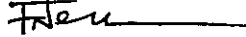
IN WITNESS WHEREOF the parties hereto have affixed their signatures this

day of AUG 11 2022 2022 at QUEZON CITY

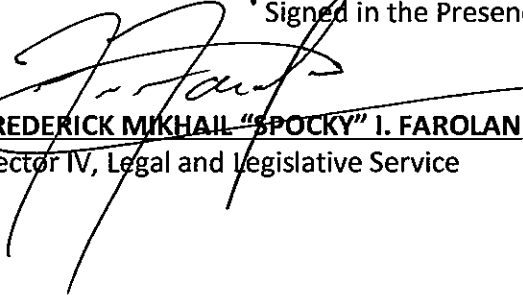
COMMISSION ON HIGHER EDUCATION


UNIVERSITY OF THE PHILIPPINES

By: 
J. PROSPERO DE VERA III, DPA
Chairman

By: 
FIDEL R. NEMENZO, D.Sc
Chancellor *manu*

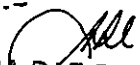
Signed in the Presence of:


ATTY. FREDERICK MIKHAIL "SPOCKY" I. FAROLAN
Director IV, Legal and Legislative Service


SOLOMON F. LUMBA
Associate Dean

CERTIFIED FUNDS AVAILABLE:

₱ 850,000.-


MYRA DAZ B. MANALO
Chief Accountant, HEDFS

*047# 03 154369 2022 02 00905
6/9/22*

ACKNOWLEDGEMENT

Republic of the Philippines)

)S.S

QUEZON CITY

QUEZON CITY

BEFORE ME, a Notary Public in the CITY of _____, this _____

day of AUG 11 2022 2022, personally appeared the following:

NAME	Proof of Identity	Date/Place Issued
J. PROSPERO DE VERA III, DPA	<i>CHED 10 No. CO-0394</i>	
FIDEL R. NEMENZO	UP ID NO. 141029153	

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed, as well as of the entities that they represent.

This instrument consisting of four (4) pages including this page where this Acknowledgement is written, refers to a Service Agreement signed by the parties and their instrumental witnesses on every page thereof.

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

Doc No.: 290
Page No.: 69
Book No.: XIV
Series OF 2122

Christine D. Cruz
ATTY. ZETTEL CHRISTINE DG. CRUZ
 NOTARY PUBLIC FOR AND IN QUEZON CITY
 Unit 7 Bldg. 2, Kamagong Centennial Dorm, E. Jacinto St.,
 UP Dilliman, QC. Tel No. (02)85463754; (02)89818500 loc 8680
 ADM. MATTER NO. NP-001; Roll of Attorney No. 65418
 IBP Lifetime No. 017849; OR No. 009899; 6-21-2017; Pasig City
 PTR O.R. No. 2463174 D; 1-3-2022; Quezon City
 MCLE Compliance No. VII-0006084; Nov.23, 2021; Pasig City
 My Commission Expires December 31, 2023



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
BIDS AND AWARDS COMMITTEE

Notice of Award

NO. 2022-02-018

February 16, 2022

DR. FIDEL R. NEMENZO

Chancellor

UNIVERSITY OF THE PHILIPPINES LAW CENTER

Quezon Hall, UP Diliman

Quezon City

Dear **Dr. Nemenzo**:

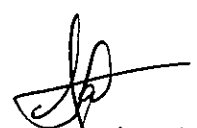
We are pleased to inform you that your quotation for the **Procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices** in the total amount of **Eight Hundred Eighty Thousand Pesos (P880,000.00)** is hereby accepted.

In this regard, may we invite you or your authorized representative to this office within ten (10) calendar days upon receipt of this Notice to sign the corresponding Contract.

Very truly yours,


J. PROSPERO E. DE VERA III, DPA
Chairman

Received by:


Renato Papalomas

Date: 6-20-22 11:28



NOA No. 2022-05-080 for UNIVERSITY OF THE PHILIPPINES

BAC Reso No. 2022-093 dated May 27, 2022

PR No. 2022-05-054

Prepared by YMadlangsakay



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
BIDS AND AWARDS COMMITTEE

Notice of Award

NO. 2022-02-018

February 16, 2022

DR. FIDEL R. NEMENZO

Chancellor

UNIVERSITY OF THE PHILIPPINES LAW CENTER

Quezon Hall, UP Diliman

Quezon City

Dear Dr. Nemenzo:

We are pleased to inform you that your quotation for the **Procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices** in the total amount of **Eight Hundred Eighty Thousand Pesos (P880,000.00)** is hereby accepted.


In this regard, may we invite you or your authorized representative to this office within ten (10) calendar days upon receipt of this Notice to sign the corresponding Contract.

Very truly yours,


J. PROSPERO E. DE VERA III, DPA
Chairman


Received by:  Sen. Renato Pardo Conias

Date: 6-20-22 11:28

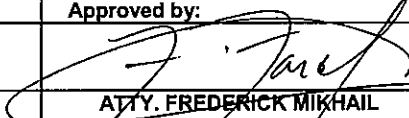

NOA No. 2022-05-080 for UNIVERSITY OF THE PHILIPPINES
BAC Reso No. 2022-093 dated May 27, 2022
PR No. 2022-05-054
Prepared by YMadlangsakay

PURCHASE REQUEST COMMISSION ON HIGHER EDUCATION

Department LLS PR No.: 2022-05-054 Date: 05-17-2022
 Section INVESTIGATION AND ENFORCMENT DIVISION SAI No.: _____ Date: _____
 ALOBS No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Cost	Total
	1	Paralegal Training Program by the UP Law Center forty (40) identified participants from CHED Central and Regional Offices	40	22,000.00	880,000.00	
		Paralegal Training Program online consisting of ninety-four (94) training hours and spanning a period of twelve (12) training weeks from June to October, 2022				
		Php 22,000 training fee per participant				
		<i>Attached is the Specific courses required by LLS</i>				
		Included in the CHED APP-PPMP				
		 BEATRIZ D. PASCUAL Administrative Officer IV Procurement Unit				
		Reference No. <u>2nd updated APP VMA CSE 642022</u> <u>57.5(3.3)(a)(ii)</u> <u>HEDE FUND / MTRF</u>				
					880,000.00	

Purpose: The Legal and Legislative Service (LLS) is embarking on a CHED Paralegal Development Program to train and capacitate selected members of the CHED Staff, in both central and regional offices, to serve as paralegals for their respective offices.

	Requested by:	Approved by:
Signature:	<i>Frances Mae de la Cruz</i>	
Printed Name:	ATTY. FRANCES MAE D. SEGUI	ATTY. FREDERICK MIKHAIL "SPOCKY" I. FAROLAN
Designation:	OIC, Chief, IED, LLS	DIRECTOR IV, LLS



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
BIDS AND AWARDS COMMITTEE

CHECKLIST FOR NP - AGENCY-TO-AGENCY

Project Name: Procurement of Training Service Provider for the Paralegal Training by the UP Law Center for forty (40) identified participants from CHED Central and Regional Offices. Abstract No. 2022-05-009 - 53.5 PR No. 2022-05-054

Project Location: Quezon City

Fund from: Legal & Legislative Service (LLS)

Mode of Procurement: Agency-to-Agency - Section 53.5

Approved Budget for the Contract: Eight Hundred Eighty Thousand Pesos (P880,000.00)

Date, Time and Place of Evaluation: May 27, 2022, 1:00PM at 2/F BAC Room

UNIVERSITY OF THE PHILIPPINES

₱ 880,000.00

- Purchase Request (Technical Specifications/Terms of Reference/Scope of Works)
- Justification of the end-user that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical to the government
- Certification from the relevant officer of the Servicing Agency that the latter complies with the following conditions:
 - has the mandate to deliver goods and services to be procured
 - has the absorptive capacity to undertake the project
 - owns or has access to the necessary tools and equipment required for the project
 - has indicated that the project to undertake will not resort to Sub-contracting
- Market Analysis
- Quotation / Proposal from the Servicing Agency

REMARKS:

complying subject to MoA

Evaluated by: Technical Working Group - Other Goods and Services (TWG-OGS)

MR. RODRIGO C. SAGUM
Member

MS. SHIELA F. JALBUENA
Member

MS. EVA M. PASIGPASIGAN
Member

MS. APOLONIA R. VIVO
Head

DR. ANNALIZA A. GANDO
Member

MR. GREGORIO T. ATIENZA
Member

MS. YVONE L. DE VERA
Member

Recommending Approval: Bids and Awards Committee (BAC)

MR. WINSTON C. BRACEROS
Member

DR. MARIVIC V. IRIBERRI
Member

ATTY. FREDERICK MIKHAIL I. FAROLAN
Member

DIR. CORINNA FRANCES CABANILLA
Member

ATTY. RYAN L. ESTEVEZ
Vice Chair

ATTY. CHRISTIAN E. RIVERO
Member

ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO
Chairperson



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

16 May 2022

ATTY. CINDERELLA FILIPINA BENITEZ-JARO

Chairperson
Bids and Awards Committee
This Commission

Dear **Atty. Benitez-Jaro**:

In view of the successful conduct of Paralegal Training Program by the University of the Philippines Law Center for sixty (60) personnel from CHED Central and Regional Offices, our Office intends to enroll another batch of forty participants for the same training starting June.

Indeed, only the UP Law Center can provide the extensive and comprehensive paralegal training that the Legal and Legislative Office as the end user requires. The partnership with the UP Law Center is considered to be the most efficient and beneficial to the government because their program is designed as a foundation course for paralegals.

Thank you.

Very truly yours,



ATTY. FREDERICK MIKHAIL "SPOCKY" I. FAROLAN
Director IV, LLS



OFFICE OF THE ASSOCIATE DEAN


CERTIFICATE OF COMPLIANCE

I, SOLOMON F. LUMBA, Associate Dean of the UNIVERSITY OF THE PHILIPPINES LAW CENTER (UPLC), the Servicing Agency, hereby certify that it will comply with the following conditions relative to the Paralegal Training Program (PTP) to the Commission on Higher Education (CHED) personnel.

As prescribed by the updated Implementing Guidelines Negotiated Procurement under Agency-to-Agency Modality, UP Law Center certify that:

- It has the mandate to undertake the training required by the Procuring Agency;
- It has the absorptive capacity to undertake the training;
- It owns or has access to the necessary tools and equipment required for the training; and
- It will not sub-contract the training to other research firms/institutions

This certification is being issued pursuant to the Implementing Guidelines on the Negotiated Procurement under Agency-to-Agency Modality (Section V.D.5).


SOLOMON F. LUMBA
Associate Dean

2 February 2022



OFFICE OF THE ASSOCIATE DEAN


C E R T I F I C A T I O N

This is to certify that the University of the Philippines (UP) as National University is a duly accredited training institution and training provider of the Civil Service Commission (CSC).

The U.P. Law Complex is mandated by law to be responsive to the challenges of social change and to be relevant to the growing legal and other law-related needs of the Filipino people, such as teaching, research, training, information and legal extension services.

The U.P. Law Complex has the necessary pool of experts, trained personnel, tools and equipment to undertake the Paralegal Legal Training Program (PTP) to the Commission on Higher Education (CHED) personnel.

Further, this is to certify that the UP Diliman Chancellor is the authorized signatory to all Contracts undertaken by UP Diliman as delegated by the Board of Regents (EO No. 1, dated 13 March 1984 and E.O. No.2, dated 14 March 1984).


SOLOMON F. LUMBA
Associate Dean

28 January 2022

CSS
accreditation

General List of requirements for Agency to Agency procurement

1. Purchase Request by end-user with specifications/terms of reference
2. Justification that entering into an Agency-to-Agency Agreement with the Servicing Agency is more efficient and economical to the government (*include Cost Benefit Analysis – BAC TWG*)
3. Certification from the Servicing Agency that:
 - Servicing Agency has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the Procuring Agency;
 - Servicing Agency has the absorptive capacity to undertake the project;
 - Servicing Agency owns or has access to the necessary tools and equipment required for the project;
 - Sub-contracting is not allowed. However, the servicing agency may implement the infrastructure project in-house, by job-order, or through the pakyaw contracting system
4. Quotation from the Servicing Agency
- ✓5. MOA between end user and Servicing agency

Additional BAC Requirements for PTP

1. Market Survey
2. Market survey should be based on the requirement of the end user and should be shown in the matrix to check whether UP Law Center can provide training requirements and if their offer is economical over the others. (Included in No. 1)
3. Breakdown of training fee (P22,000) per participant (based on quote/amount presented by UP Law Center).
4. Provide the price proposal of the other providers to determine that A-to-A is advantageous and economical to CHED. (Included in No. 1)
5. Cost-Benefit analysis showing that commissioning UP Law is advantageous and economical to the government.
6. List of identified
7. Certification that UP Law Center is CSC accredited

**UP Law Center Paralegal Training Program Batch 24
(June to September 2022)**

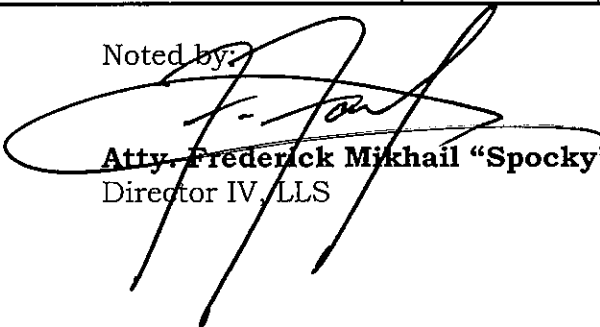
Proposed Participants per Office

CHED OFFICE	No. of Slots	
Office of Chairman De Vera	1	
Office of Commissioner Libre	2	
Office of Commissioner Darilag	1	
Office of Commissioner Adamat	1	
Office of Commissioner Canapi	1	
Office of the Executive Director	1	
Office of Programs and Standards Development	1	
Office of Student Development and Services	1	
Office of Planning, Research and Knowledge Management	1	
Administrative, Financial and Management Service	1	
Office of Institutional Quality Assurance and Governance	1	
Local Graduate Scholarship Office	2	
Higher Education Development Fund Staff	1	
International Affairs Staff	1	
Philippine-California Advanced Research Institutes	1	
Legal Education Board	1	
GAD	1	
UniFAST	2	
CHED Regional Office National Capital Region	1	
CHED Regional Office I	1	
CHED Regional Office II	1	
CHED Regional Office III	1	
CHED Regional Office IV	1	
CHED Regional Office MIMAROPA	1	
CHED Regional Office V	1	
CHED Regional Office VI	1	
CHED Regional Office VII	1	
CHED Regional Office VIII	1	
CHED Regional Office IX	1	
CHED Regional Office X	1	
CHED Regional Office XI	1	
CHED Regional Office XII	1	
CHED Regional Office CARAGA	1	
CHED Regional Office CAR	1	
Legal and Legislative Service	3	
Total	40	

Prepared by:


Hazel Mendoza
PTS

Noted by:


Atty. Frederick Mikhail "Spocky" I. Farolan
Director IV, LLS

Reviewed by:


Atty. Frances Mae Segui
OIC-Chief, IED-LLS

Market Survey for Training Providers for Paralegal Training

	UP Law Center	USC	CRFV
Scope			
The Philippine Legal System: An Overview	√	√	√
The Philippine Constitution	√	√	√
The Bill of Rights	√	√	√
General Provisions, Offenses, Persons Liable and Penalties	√	√	√
Crimes and Penalties	√	√	√
Legal Ethics	√	√	√
Obligations and Contracts	√	√	✗
Special Commercial contracts	√	√	✗
Administrative Law	√	√	√
Law on Public Officers	√	√	
Labor law	√	√	✗
Tax law	√	✗	✗
Persons and Family Law	√	√	✗
Property	√	√	✗
Succession	√	✗	✗
Writing Basic Legal Documents	√	√	√
Intellectual Property Law	√	✗	✗
Civil and Criminal Procedures	√	√	√
Admission Requirements	Qualifications Applicants must have the following educational attainment or work experience: <u>For currently-employed Paralegals</u> <ul style="list-style-type: none"> • Completed High-School/secondary education OR • With at least two years' experience in paralegal work <u>For Non-Paralegals</u> <ul style="list-style-type: none"> • Have completed at least 60 units 	a. Transcript of Records 4-year degree program; b. Certificate of good moral character (for Non-USC graduates); and c. Personal Statement in not more than 1,000 words that will enable the Dean's Office to get to know the applicant and	N/A

	<p><i>of college (BA or BS) education;</i></p> <ul style="list-style-type: none"> <i>With potentials of employability as a paralegal</i> 	<p>assess his or her readiness to enroll in the law programs. The Personal Statement shall be submitted in Microsoft Word format and shall indicate the applicant's desired law program (ie., whether JDWT or JDNT). It shall likewise be accompanied with a Statement of Originality and Sole Authorship (not to be included in the word count). The Statement of Originality and Sole Authorship is applicant's solemn attestation to the Dean's Office that the Personal Statement is his or her own work.</p>	
Period Covered	June to September	4 Semesters	4 days
Fees	Php 22,000.00	Php 1,450.95 per unit 18 units per sem Est. 30,000.00 per sem plus miscellaneous fees	Php 4,500


Note: We humbly submit that despite the absence of specific requirement by the existing procurement laws and rules to provide market surveys in Agency-to-

**UP LAW CENTER –COMMISSION ON HIGHER EDUCATION
24th PARALEGAL TRAINING PROGRAM
June 4 – September 3, 2022**

LINE ITEM BUDGET

PROJECT COST DUE TO UP LAW		P880,000.00
A. RESOURCE PERSONS/MENTORS	P400,000.00	
B. ADMINISTRATIVE STAFF	P311,000.00	
 TOTAL FOR PERSONNEL SERVICES		 P 711,000.00
C. MOOE		
Meetings	P 85,000.00	
Supplies/materials	P 50,000.00	
Contingencies	P 34,000.00	
 TOTAL FOR MOOE		 P 169,000.00
 TOTAL PROJECT COST		 P 880,000.00 =====

Prepared by:


ALMA C. MENDOZA
Administrative Officer V

NOTED BY:


SOLOMON A. LUMBA
Associate Dean

Agency procurement, and lack of legal basis to require a proof of equal footing among service providers, we respect the recommendation of the BAC TWG and hereby respectfully transmit this Market Survey for your reference and guidance.

Prepared by:


Hazel Mendoza
PTS

Reviewed by:


Atty. Frances Mae Segui
OIC-Chief, IED-LLS

Noted by:


Atty. Frederick Miknall "Spocky" I. Farolan
Director IV, LLS

BREAKDOWN OF Php 22, 000.00

NO BREAKDOWN PER UP LAW CENTER

REGISTRATION FEE IS PHP 22,000.00

It will consist of twenty-six (26 training modules) spread over 10 weeks, and spanning a total of 94 hours. This online training program will adopt a combination synchronous and asynchronous learning methods.

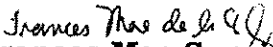
Commencement activity and distribution of Certificates of Completion to successful participants

Prepared by:

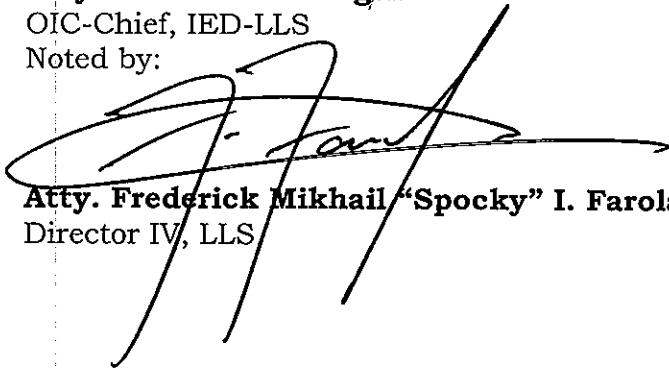


Hazel Mendoza
PTS

Reviewed by:



Atty. Frances Mae Segur
OIC-Chief, IED-LLS
Noted by:



Atty. Frederick Mikhail "Spocky" I. Farolan
Director IV, LLS



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

Cost Benefit Analysis for UP Law Center

COST BREAKDOWN			
Service Provider	UP Law Center	University of San Carlos	CVRF
Cost per Unit	P 22,000	P 30,000/semester	P 4,500
Quantity	40 participants	40 participants	40 participants
Period covered	4 months	4 semesters	4 days
TOTAL	P 880,000	P 4,800,000	P 180,000
QUALITATIVE AND INTANGIBLE BENEFITS			
Public Service	√	√	√
Improved Legal Service Structure	√	√	x
Improved Legal Services Delivery Mechanism	√	√	x
Improved Policy Regulating framework	√	√	x

Analysis: The objectives of this project to create a legal service delivery mechanism and structure in place and obtain institutional reform for the CHED legal services will be realized through UP Law Paralegal Training Program. Among the three providers, the UP Law Center is expected to be more economical and beneficial to CHED LLS project particularly in strengthening intra-agency coordination for enhanced implementation of this Office's mandates.

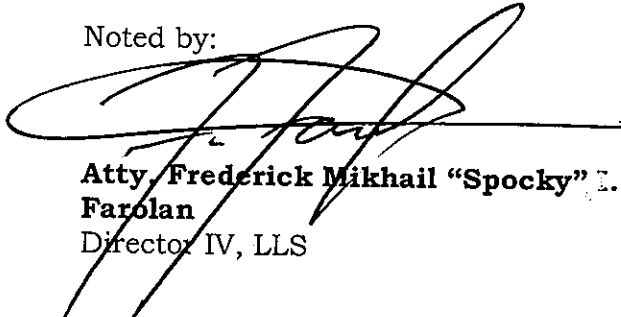
Prepared by:


Hazel Mendoza
 PTS

Reviewed by:


Atty. Frances Mae Segui
 OIC-Chief, IED-LLS

Noted by:


Atty. Frederick Mikhail "Spocky" E. Farolan
 Director IV, LLS



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

MEMORANDUM

FOR : BAC Secretariat

BAC Technical Working Group

FROM : ATTY. FREDERICK MIKHAIL "SPOCKY" I. FAROLAN
Director IV, LLS

**SUBJECT : PROCUREMENT OF 2nd BATCH OF PARALEGAL
TRAINING PROGRAM THROUGH AGENCY TO AGENCY
AGREEMENT**

DATE : 16 MAY 2022

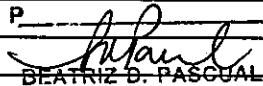
This has reference to the proposed conduct of the Paralegal Training Program by the UP Law Center for the 2nd batch of CHED participants on June to September 2022.

We are hereby transmitting the Purchase Request and the necessary attachments for the Agency-to-Agency Agreement, for consideration of the Committee.

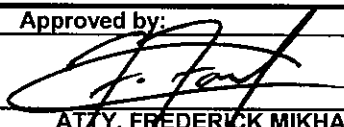
Thank you.

PURCHASE REQUEST COMMISSION ON HIGHER EDUCATION

Department LLS PR No.: 2022-05-054 Date: 05-17-2022
 Section INVESTIGATION AND ENFORCMENT DIVISION SAI No.: _____ Date: _____
 ALOBS No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Cost	Total
	1	Paralegal Training Program by the UP Law Center sixty (60) identified participants from CHED Central and Regional Offices	40	22,000.00	880,000.00	
		Paralegal Training Program online consisting of ninety-four (94) training hours and spanning a period of twelve (12) training weeks from June 11 to October, 2022				
		Php 22,000 training fee per participant				
		<i>Attached is the Specific courses required by LLS</i>				
		Included in the CHED APP-PPMP				
		 BEATRIZ D. PASCUAL Administrative Officer IV Procurement Unit				
		Reference No. <u>2nd updated APP NOV CSE C42022</u>				
		<u>53.5 (3.3) (a) (ii)</u>				
		<u>HEAD FUND / MORE</u>				
					880,000.00	

Purpose: The Legal and Legislative Service (LLS) is embarking on a CHED Paralegal Development Program to train and capacitate selected members of the CHED Staff, in both central and regional offices, to serve as paralegals for their respective offices.

	Requested by: <u>Frances Mae de la Cruz</u>	Approved by: 
Signature:		
Printed Name:	ATTY. FRANCES MAE D. SEGUI	ATTY. FREDERICK MIKHAIL
Designation:	OIC, Chief, IED, LLS	"SPOCKY" I. FAROLAN DIRECTOR IV, LLS



University of the Philippines Law Center Paralegal Training Program

[Home](#) [Program Description](#) [Program Objectives](#) [Course Outline](#) [Who may Join](#) [Alumni](#) ▾

Program Fee


The Program fee is **Twenty-two Thousand Pesos (P 22,000.00)** per participant.

ANNOUNCEMENT

- 2022 Foundation Course Offerings
- PTP24 Online Registration
- PTP Alumni Bar Exam Passers

FAQ'S

- How to Apply?
- Program Fee
- Period of Application & Payment
- Program Schedule & Venue
- Training Methodologies
- Number of Participants
- For Inquiries

Certified True Copy
Hazel Mendoza 
5/27/22