

**CHED BIDS AND AWARDS COMMITTEE
PROCUREMENT OF OTHER GOODS AND SERVICES**

PRE-PROCUREMENT CONFERENCE

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE DEVELOPMENT, WRITE UP AND
PRODUCTION OF A ROADMAP TO STRATEGICALLY STRENGTHEN THE INTERNATIONAL
AFFAIRS STAFF (IAS) STRUCTURE AND UPGRADE THE CAPABILITIES OF ITS STAFFING
COMPLEMENT**

April 23, 2018 @ 11:00 AM
BAC ROOM

2/F HEDC Bldg., C.P. Garcia Avenue, Diliman, Quezon City

MINUTES OF MEETING

PRESENT

BAC

Vice Chair:

Regular Members:

DIR. LUISA S. VALENCIA
DEP. EXEC. DIR. NAPOLEON B. IMPERIAL
ATTY. CINDERELLA FILIPINA BENITEZ-JARO
ATTY. SEPTON A. DE LA CRUZ

Provisional Member:

ATTY. LILY FREIDA M. MILLA

TWG-OGS

Members

MS. DIANA C. AGUILAR
MS. SHEILA F. JALBUENA
MR. GREGORIO T. ATIENZA

SECRETARIAT

Head:

Members:

MR. NELSON E. ESPINA
MR. BEATRIZ D. PASCUAL
MS. YVET R. MADLANGSAKAY
MS. DINA L. ABRENICA

CONSULTANT

MS. EVELYN V. MOJICA

END USERS

MS. JOY CHRISTINE B. GITAU
MS. MABEL A. GUTIERREZ

Not Present

ATTY. JOSELITO C. ALISUAG
MS. APOLONIA R. VIVO
MS. EVA M. PASIGPASIGAN
MS. DESIREE P. VERDEFLORES

BAC Member (on official business)
TWG-OGS Head, (on leave)
TWG-OGS Member, (on leave)
Secretariat Member (on leave)

I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 11:00 A.M with DIR. LUISA S. VALENCIA, Vice Chair, presiding.

II. DECLARATION OF QUORUM

Mr. Nelson E. Espina, Head of the Secretariat declared a quorum with the presence of the Vice Chair, Dir. Luisa S. Valencia, the three regular members Dep. Exe. Dir. Napoleon B.

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2018-04-23-11:00

III. POINT OF DISCUSSION

Atty. Lily Freida M. Milla, Director III - International Affairs Services, being the end user presented the Terms of Reference (TOR), the Project Overview, the Criteria with point allocation, and the salient features for the Procurement of consultancy services for the development, write up and production of a roadmap to strategically strengthen the International Affairs Staff (IAS) structure and upgrade the capabilities of its staffing complement. Atty. Milla answered/clarified the issues raised by the BAC members, TWG-OGS and BAC Secretariat.

The following is the criteria with point allocation presented by the end user, reviewed and evaluated by the TWG-OGS and approved by the BAC.

| CRITERIA | POINTS SYSTEM | PERFECT SCORE | WEIGHT (%) |
|---|---|---------------|------------|
| Applicable Experience | | | 45 |
| The Consultant should have completed or on-going consultancy contract for the last five (5) years | 5 contracts: 15 pts. 6 contracts and above: 20 pts. | 20 | |
| Must have worked either as a faculty, administrator or senior researcher for the last five (5) years in the fields of organization studies, social development administration, and Public Administration: governance, policy reforms, regulatory governance, and collaborative governance; | 5 years: 10 pts. 6 years and above: 15 pts. | 15 | |
| Mandatory membership in at least two (2) of the following organizations/associations: <ul style="list-style-type: none"> • Advisory Council, Civil Service Commission (CSC) • Asian Review of Public Administration (ARPA) • Eastern Regional Organization for Public Administration (EROPA) | Membership in 2 associations as specified: 8 pts. Membership in all associations as specified: 10 pts. | 10 | |
| Qualifications | | | 45 |
| A Consultant who has a graduate degree from any CHED recognized program or its equivalent | Master's Degree: 10 pts. Doctoral Degree: 15 pts. | 15 | |

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|---|---|----|------------|
| A Consultant who has written, developed and published at least five (5) policy research studies on governance, management of policy formulation, comparative studies of public administration | 5 policy research studies: 10 pts. 6 or more policy research studies: 15 pts. | 15 | |
| Support Staff | | | |
| Engagement of at least one (1) staff who has an academic degree from any CHED recognized program or its equivalent | Bachelor's Degree: 10 pts. Master's Degree: 15 pts. | 15 | |
| Current Workload | | | 10 |
| Current Workload as Lead Consultant | 1-2 on-going projects: 10 pts. 3-4 on-going projects: 6 pts. 5 and above: 0 | 10 | |
| TOTAL | | | 100 |

Passing Rate: Average of at least 70% with no zero score in any criterion

VI. ADJOURNMENT

There being no other matters to discuss, the pre-procurement conference was adjourned at 12:00 PM.

PREPARED BY:



BEATRIZ D. PASCUAL
 Member, BAC Secretariat

APPROVED BY:


DIR. LUISA S. VALENCIA
 Vice Chair

REVIEWED BY:

I certify that all corrections/ suggestions were incorporated in the minutes of this pre-procurement conference


NELSON E. ESPINA
 Head, BAC Secretariat


DEP. EXEC. DIR. NAPOLEON B. IMPERIAL
 Member


ATTY. CINDERELLA FILIPINA BENITEZ-JARO
 Member


ATTY. SEPTON A. DE LA CRUZ
 Member