

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: chedbac@ched.gov.ph

MINUTES OF PRE-PROCUREMENT CONFERENCE

PROCUREMENT OF CONSULTANCY SERVICES FOR THE COST NORMS IN TERTIARY EDUCATION IN THE PHILIPPINES FOR STUFAP BENEFIT PACKAGE DESIGN STUDY

ABC: Php 4,000,000.00

BAC Room, 2nd Floor
HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
October 30, 2018; 9:00 A.M.

PRESENT	ATTENDANCE	DESIGNATION/OFFICE
BAC		
ATTY. CINDERELLA FILIPINA BENITEZ-JARO		- Chair
DIR. LUISA S. VALENCIA		- Vice-Chair
ATTY. JOSELITO C. ALISUAG		- Member
DIR. NELSON G. CAINGHOG		- Member
ATTY. SEPTON A. DELA CRUZ		- Member
TWG-OGS		
MS. APOLONIA R. VIVO		- Head
MS. EVA M. PASIGPASIGAN		- Member
MS. DIANA C. AGUILAR		- Member
MR. GREGORIO ATIENZA		- Member
SECRETARIAT		
MR. NELSON E. ESPINA		- Head
MR. ARTEMIO S. CAPELLAN, JR.		-Member
MS. BEATRIZ D. PASCUAL		-Member
MS. DINA L. ABRENICA		-Member
MS. DESIREE P. VERDEFLORES		- Member
CONSULTANT		
MS. EVELYN V. MOJICA		
END-USER		
ATTY. CARMELITA YADAO-SISON		- OIC, Executive Director IV, UNIFAST
MR. JEPHTE D. MUNEZ		- Technical Consultant, UNIFAST
MS. VIOLETA B. GALO		- Technical Consultant, UNIFAST
NOT PRESENT		
MS. YVET R. MADLANGSAKAY		- Member, Secretariat (on leave)
MS. SHIELA F. JALBUENA		- Member, TWG-OGS (on official travel)

I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 1:10 PM with Atty. Cinderella Filipina S. Benitez-Jaro, BAC Chairperson, presiding.



II. INTRODUCTION

Mr. Nelson E. Espina, Head, BAC Secretariat introduced the BAC members, TWG-OGS members, BAC Secretariat, end-users and Consultant who were present during the meeting.

III. BUSINESS MATTERS

a. Review PPMP and APP

The proposed project was verified and found to be included in the PPMP and APP of CHED for FY 2018 with an approved Budget of Php 4,000,000.00

b. Determine the readiness of procurement:

The PPMP, APP, specifications, approved budget for the contract, draft of advertisement were presented and properly deliberated.

c. Review, modify and agree on criteria for eligibility screening.

Criteria of eligibility screening was in accordance with R.A. 9184 and its 2016 Revised IRR, Bid Documents and the GPPB Regulations.

d. Review, modify and agree on criteria for evaluation of proposals.

Criteria for bid evaluation was in accordance with R.A. 918 and its 2016 Revised IRR and Bid Documents and the GPPB Regulations.

IV. AGREEMENTS

Mr. Jephte D. Munez, end-user as instructed by Atty. Jaro, BAC Chair, explained the technical specifications (which includes the financial requirements and other salient features) of the project and clarified the issues raised by the BAC members and the TWG-OGS.

Particulars	Amendments/Clarification	Agreement/ Action
Timelines	<ul style="list-style-type: none"> ➤ Pre-Procurement Conference - October 30, 2018 ➤ Posting in the Website of CHED, PhilGEPS & at conspicuous places- Nov. 5-13, 2018 ➤ Issuance of Eligibility Documents- Nov. 5-13,2018; 9:00 AM -5:00 PM ➤ Deadline of submission of Eligibility Document-Nov. 14, 2018; 9:00 AM ➤ Opening of Eligibility Documents-Nov. 14, 2018; 10:00 AM ➤ Short Listing/Evaluation of Eligibility Documents/BAC Approval of the Shortlisted Consultants - Nov. 15-19, 2018 ➤ HoPE Approval of the Shortlisted bidder/s and the Issuance of Bid Documents and TOR to shortlisted bidder/s- Nov. 20, 2018 ➤ Issuance of Bid Documents- Nov. 26 - Dec. 17, 2018 ➤ Preparation of Bid Documents - Nov. 26 - Dec 17, 2018 ➤ Pre-Bid Conference - Dec. 5, 2018; 10:00 AM ➤ Submission/Opening of Technical and Financial Proposal- Dec. 17, 2018; 9:00 AM (Submission); 10:00 AM (Opening) ➤ Evaluation of Technical and Financial Proposals/BAC Approval of the Highest Rated Bidder – Dec 18, 2018 ➤ HoPE Approval of the Ranking/Highest Rated Bidder-Dec 19, 2018 ➤ Negotiation with the Consultancy with the Highest Rated Bid - Dec 20, 2018 ➤ Post-Qualification - Dec. 21, 2018 ➤ BAC approves Highest Rated and Responsive Bid-Dec. 26, 2018 ➤ HoPE Approval of the HRRB and award- Dec. 27, 2018 ➤ Issuance of Notice of Award - Dec. 27, 2018 ➤ Submission of Performance Bond- Dec 28, 2018 ➤ Contract Preparation and Signing - Dec. 28, 2018 ➤ Issuance of Notice to Proceed - Dec. 31, 2018 	<p>The BAC approved the proposed procurement timelines</p> <p style="text-align: right;"><i>J</i></p>

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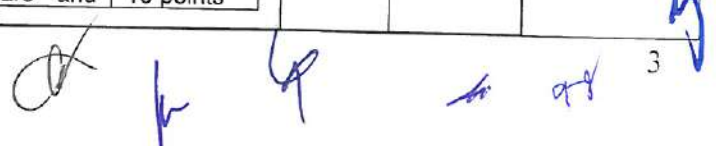
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Eligibility Criteria	CRITERIA	POINT SYSTEM	PERFECT SCORE	WEIGHT (%)	The BAC instructed the end-user of the following: 1. Review of the ABC 2. Preparation of the bidding documents and for presentation in the next BAC Meeting.																								
	Applicable Experience			30%																									
	The consultancy firm should have been in the business for at least ten (10) years.	<table border="1"> <tr> <td>10 years</td> <td>10 points</td> </tr> <tr> <td>More than 10 years but less than 15 years</td> <td>15 points</td> </tr> <tr> <td>15 years and above</td> <td>20 points</td> </tr> </table>	10 years	10 points	More than 10 years but less than 15 years	15 points	15 years and above	20 points	20																				
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	Engaged in research studies that were of national and international significance.	<p>National Significance research studies - 5 points</p> <table border="1"> <tr> <td>1 study</td> <td>2 studies</td> <td>3 studies</td> <td>4 studies and above</td> </tr> <tr> <td>25%</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> <tr> <td>2.5 pts</td> <td>5 pts</td> <td>7.5 pts</td> <td>10 pts</td> </tr> </table> <p>Equivalent % x 5 points = Score in National Significance research studies</p> <p>International Significance research studies - 5 points</p> <table border="1"> <tr> <td>1 study</td> <td>2 studies</td> <td>3 studies</td> <td>4 studies and above</td> </tr> <tr> <td>25%</td> <td>50%</td> <td>75%</td> <td>100%</td> </tr> <tr> <td>2.5 pts</td> <td>5 pts</td> <td>7.5 pts</td> <td>10 pts</td> </tr> </table> <p>Equivalent % x 5 points = Score in International Significance research studies</p>	1 study	2 studies	3 studies	4 studies and above	25%	50%	75%	100%	2.5 pts	5 pts	7.5 pts	10 pts	1 study	2 studies	3 studies	4 studies and above	25%	50%	75%	100%	2.5 pts	5 pts	7.5 pts	10 pts	10		
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	Qualification of Personnel			40%																									
	<p>Engagement of one (1) Research / Project Manager who has an academic degree relevant to the job and has the following qualifications</p> <ul style="list-style-type: none"> Has technical background in social science, statistics, economics, accountancy, finance and / or related fields with strong background in survey research. At least ten (10) years technical experience 	<p>Educational Attainment:</p> <table border="1"> <tr> <td>Bachelor's Degree</td> <td>1 point</td> </tr> <tr> <td>Masteral Units (at least 12 units)</td> <td>2 points</td> </tr> <tr> <td>Masteral Degree</td> <td>3 points</td> </tr> <tr> <td>Doctoral Units</td> <td>4 points</td> </tr> <tr> <td>Doctoral Degree</td> <td>5 points</td> </tr> </table> <p>Experience in Research:</p> <table border="1"> <tr> <td>10 years</td> <td>5 points</td> </tr> <tr> <td>More than 10 years but less than 15 years</td> <td>8 points</td> </tr> <tr> <td>15 years and</td> <td>10 points</td> </tr> </table>	Bachelor's Degree	1 point	Masteral Units (at least 12 units)	2 points	Masteral Degree	3 points	Doctoral Units	4 points	Doctoral Degree	5 points	10 years	5 points	More than 10 years but less than 15 years	8 points	15 years and	10 points	5										
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<p>in data collection and social researches;</p> <ul style="list-style-type: none"> Has undertaken project management responsibility over research or surveys commissioned by at least one (1) international organization or at least 5 national research projects as reflected in his / her CV 	above		10	
	Research Output:		5	
	At least 1 international research project or 5 national research projects	1 point		
	At least 1 international project or 8 national research projects	3 points		
At least 1 international research project or 10 and above national research projects	5 points			
Engagement of at least one (1) staff in field research, particularly in the area of social sciences and application of statistical methods, who has an academic degree relevant to the job.	Relevant Work Related Experience and Educational Attainment:		10	
	Bachelor's Degree	5 points		
	Masteral Units (at least 12 units)	6 points		
	Masteral Degree	7 points		
	Doctoral units	8 points		
	Doctoral Degree	9 points		
	Post-Doctoral Degree	10 points		
Engagement of at least one (1) staff in data processing with knowledge on applicable software for data management; who has an academic degree to the job	Data Management Knowledge and relevant Degree Program:		10	
	Diploma / associate degree	4 points		
	Bachelor's Degree	5 points		
	Masteral Units (at least 12 units)	6 points		
	Masteral Degree	7 points		
	Doctoral units	8 points		
	Doctoral Degree	9 points		
	Post-Doctoral Degree	10 points		
Current Workload relative to Capacity				25
List of engaged entities that show proven track record in conducting studies, surveys and engagements similar to the service being procured. With	1 - 2 entities served	3 points	25	
	3 - 4 entities served	6 points		
	5 - 6 entities served	9 points		
	7 - 8 entities served	12 points		
	9 - 10 entities served	15 points		
	10 - 12	18 points		



Certificate of Satisfactory Performance from previous clients within the past five years.	entities served			
	13 – 15 entities served	21 points		
	More than 15 entities served	25 points		
Others				5
List of engaged entities that show proven track record in conducting studies, surveys, and engagements similar to the service being procured, include Philippine government agencies and/or international development organization within the last ten (10) years.	Engaged with Philippine Government agencies and / or international development organization clients		5	
	within the last 5 years	1 point		
	Within the last 8 years	3 points		
	Within the last 10 years	5 points		
TOTAL				100
Passing Rate: Average of at least 70% with no zero in any criterion				

V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 1:40 PM.

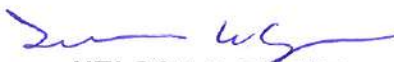
PREPARED BY:



ARTEMIO S. CAPELLAN, JR.
 Member, BAC Secretariat

APPROVED BY:


ATTY. CINDERELLA FILIPINA BENITEZ-JARO
 Chairperson

REVIEWED BY:


NELSON E. ESPINA
 Head, BAC Secretariat


DIR. LUISA S. VALENCIA
 Vice-Chair


ATTY. JOSELITO C. ALISUAG
 Member


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