

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 SERVICE PROVIDER FOR THE ANALYSIS, DESIGN, DEVELOPMENT, DEPLOYMENT, AND PILOT ROLLOUT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS) WITH THE FOLLOWING SUB-SYSTEMS: ATTENDANCE MONITORING AND PAYROLL SYSTEM (AMPS); PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS); AND EQUIPMENT AND SUPPLIES INVENTORY SYSTEM (ESIS)

BAC Room, 2nd Floor
HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
October 30, 2018; 11:00 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		
MR. CEDRIC B. PALMA		- MIS-KMD
MS. CRISTINA D. MAGALLANES		- MIS-KMD
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 3:10 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 9,450,000.00**

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

Ms. Cristina D. Magallanes, 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 ➤ 2a. Issuance of Eligibility Documents- Nov. 5-13,2018; 9:00 AM -5:00 PM ➤ 2b. Deadline of submission of Eligibility Document-Nov. 14, 2018; 9:00 AM ➤ 2c. Opening of Eligibility Documents-Nov. 14, 2018; 10:00 AM ➤ 2d. Short Listing/Evaluation of Eligibility Documents/BAC Approval of the Shortlisted Consultants Short ListNov. 15-19, 2018 ➤ HoPE Approval of the Shortlisted bidder/s and the Issuance of Bid Documents and TOR to shortlisted bidder/s CEB Approval Nov. 20, 2018 ➤ Issuance of Bid Documents Bid Documents Nov. 26 - Dec. 17, 2018 ➤ Preparation of Bid Documents. 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 	The BAC recommends the proposed procurement timelines



> Contract Preparation and Signing - Dec. 28, 2018 > Issuance of Notice to Proceed - Dec. 31, 2018				
Eligibility Criteria	CRITERIA	POINT SYSTEM	PERFECT SCORE	WEIGHT (%)
		Technical Experience		
	At least 5 years' relevant industry experience	5 years: 5 pts 6 or more years: 10 pts	10	
	The Service Provider should have developed at least one similar system for other government agency/ies.	1 system: 5 pts. 2 systems and above: 10 pts.	10	
	Experience on a project with the cost of at least 50% of the ABC of this Project.	50%: 7 pts Above 50%: 10 pts	10	
	Vendor Credentials			40
	Project Manager			
	a. At least bachelor's degree related to ICT	Bachelor's degree: 2.5 Master's degree: 5 PhD degree: 7.5	7.5	
	b. Has at least 5 years of continuous, progressive and relevant experience as Project Manager in ICT related projects.	5 years relevant experience as PM: 2.5 pts 6 - 8 years relevant experience as PM: 5 pts.	7.5	
	c. Experience in Systems development and implementation in similar government projects as evidenced by proof of their completion of at least five (5) Information System Projects or proof of concept of a similar running system.	9 or more years relevant experience as PM: 7.5 pts 4 ISs: - 5 pts 5 or more ISs - 9 pts	9	
	Support Staff			
	a. Project Assistants			
	a.1. At least bachelor's degree related Office Management / ICT	Bachelor's degree: 2 pts Master's degree or other post graduate diploma related in ICT: 4 pts	4	
	a.2. Has at least 2 or more years of relevant experience in ICT projects	2 years of relevant experience: 2 pts. 3 or more years of relevant experience: 4 pts	4	

The BAC instructed the end-user of the following:
1. Preparation of the bidding documents and for presentation in the next BAC Meeting.

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b. System Developers: b.1. At least bachelor's degree related to ICT	Bachelor's degree: 2 pts	4	
	Master's degree or other post graduate diploma related in ICT: 4 pts	4	
b.2. Has at least 2 or more years of relevant experience in ICT projects	2 years of relevant experience: 2 pts.		
	3 or more years of relevant experience: 4 pts.		
Current Workload			30
Dedicated team for the development of CHED HRIS composed of the following: At least one (1) Project Manager, five (5) System Developers and two (2) Project Assistants.	Letter of Commitment	30	
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 3:30 PM.

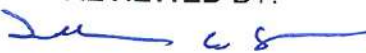
PREPARED BY:


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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