



MINUTES OF MEETING

Thursday, October 3, 2019

10:00 AM

EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Preliminary Conference	
PROJECT	<i>Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education</i>	
REFERENCE NO.	PB 19-298-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Atty. Divina Gracia A. Bacal Ms. Miriam N. Coprado Ms. Erlinda Sevilla Procurement Division X Ms. Maricel R. Vergel de Dios Engr. Chamel Fiji C. Melo Ms. Jennifer M. Ancheta Ms. Barby Ann M. Villamor End-User Agency Ms. Elsie R. Tausa Mr. Roel Ugaban Mr. Marvin dela Cruz Bidders Mr. Ruben D. Simon Jr. Ms. Anna de Jesus Mr. Charles A. Lim Ms. Nicole O. Gamo	
	Chairperson Regular Member Ad Hoc Member Alternate Ad Hoc Member Secretariat TWG Member Member Member	Department of Education Department of Education Department of Education
	SGV SGV SGV Breta Consulting Corp.	

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Preliminary Conference started at 10:18 AM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. Notices to the Observers have been sent within the prescribed period, but none attended the activity. 3. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.
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DISCUSSION

I. DOCUMENTATIONS	
DOCUMENTATIONS	<ul style="list-style-type: none"> • The BAC Secretariat discussed the general requirements for government procurement of consulting services. During the discussion the following topics were tackled: <ul style="list-style-type: none"> •the purpose of the preliminary conference, •who can participate, •proofs of bidder's eligibility, •suggested forms, •sequencing of documents, •marking and packaging suggestions, •and the BAC X contact details • The TWG Member reiterated the Checklist of Eligibility Requirements as follows:
	<p>I. Class "A" Documents</p>
	<p>Eligibility Documents Submission Form (Use Annex A)</p> <ul style="list-style-type: none"> • Secretary's Certificate or Special Power of Attorney <p><i>Legal Eligibility Documents</i></p> <ol style="list-style-type: none"> 1. PhilGEPS Certificate of Registration (Platinum Membership)

Technical Eligibility Documents

2. ~~Eligibility Documents Submission Form (Use Annex A)~~
3. Statement of the Consultant's Nationality (Use Annex B)
4. Curriculum Vitae for the Proposed Professional Staff (Use Annex C)
5. Statement of Completed Contracts (Use Annex D)
6. Consultant's Project References (Use Annex D.1)
7. Certificate of Good Standing and Satisfactory Completion or equivalent document
8. Statement of Ongoing and Awarded But Not Yet Started Contracts (Use Annex E)

Financial Eligibility Document

9. Audited Financial Statements (AFS) for year 2018.

II. Class "B" Document –

Legal Eligibility Documents

10. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- The TWG Member stated the contents of the Request for Expression of Interest highlighting on the following:
 1. The Department of Budget and Management – Procurement Service (DBM-PS), through the GAA 2017 intends to apply the sum of P2,762,800.00 being the Approved Budget for the Contract (ABC) to payments under the contract for Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education/(PB No. 19-298-10).
 2. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **October 17, 2019 at 10:00AM** at **PS Conference Room, DBM Compound, RR Road, Cristobal Street, Paco, Manila**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
 3. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest,

	<p>including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:</p> <ol style="list-style-type: none"> Applicable Experience of the Firm; (40%) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40%); and Current workload relative to capacity (20%). <ol style="list-style-type: none"> The Procuring Entity shall evaluate bids using the Quality-Based Evaluation/Selection (QBE/QBS) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders. The contract shall be completed within <i>four (4) months after receipt of the Notice to Proceed (NTP).</i> For further information, please refer to: The Bids and Awards Committee X DBM Compound, RR Road, Cristobal St., Paco Manila pd10@ps-philgeps.gov.ph 689-7750 loc. 4002
ELIGIBILITY DOCUMENTS	<p>SECTION II EDS Clause 2.1 (a) (i) Page 16</p> <p>PHILGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PHILGEPS in accordance with Section 37.1.4 of the IRR.</p> <ul style="list-style-type: none"> The BAC Secretariat discussed the legal and financial documents to be submitted, such as: PhilGEPS Registration Certificate and Membership, Registration Certificate from SEC or DTI or CDA,

	<p>Mayor's Permit, Tax Clearance Certificate (per EO 398) and Audited 2018 Financial Statements (stamped RECEIVED by BIR).</p> <ul style="list-style-type: none"> • The BAC Secretariat emphasized that the PHILGEPS PLATINUM registration to be submitted shall be up-to-date/current together with its contents. • The BAC Secretariat stated the Class B Document, Joint Venture Agreement, if applicable.
<p>ELIGIBILITY DATA SHEET</p>	<p>SECTION II EDS Clause 2.1 (a) (ii) Page 16</p> <ul style="list-style-type: none"> • The TWG Member reiterated that the the statement of all ongoing and completed government and private contracts shall include all such contracts <u>within the last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents. <p>SECTION III EDS Clause 2.1 (a) (ii.7) Page 16</p> <ul style="list-style-type: none"> • The TWG Member reiterated that the proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectation. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
	<p>SECTION III EDS Clause 4.2 Page 17</p> <ul style="list-style-type: none"> • The TWG Member stated that each prospective bidder shall submit one (1) original and one (1) additional copy of its eligibility documents. A Softcopy of the Eligibility Documents shall be provided in searchable PDF on or before the deadline of the submission of the Eligibility Documents.

SECTION III
EDS Clause 9.1
Page 18

- The TWG Member stated that similar contracts shall refer to any contracts on Process Evaluation, Thematic Evaluation, Sector Evaluation, Policy Evaluation, Ex-Ante Evaluation, Ex-Post Evaluation Studies or Needs Assessment.

SECTION III
EDS Clause 8.1
Page 18

- The TWG Member reminded the prospective bidders that the date and time of opening of eligibility documents is **October 17, 2019 at 10:00 A.M.**

SECTION III
EDS Clause 9.2
Page 18-21

- The TWG Member discussed the contents of the Shortlisting Evaluation Criteria as follows:

<i>Evaluation Criteria for Short listing of bidders Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education</i>				
Shortlisting Evaluation Criteria				
Criteria	Score (%)	%	Pts	Pts.
Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company or the individual experiences of the principal and key staff				40
1. The firm/group or any of its JV members must be at least five (5) years in operations		50		

	in development studies.				
	- 8 years in existence or more	100			
	- 6 to 7 years in existence	85			
	- 5 years in existence	70			
	- 3 years less than 5 years in existence	50			
	- Less than 3 years in existence	0			
	2. The firm/group or any of its JV members must have completed at least three (3) consulting services/projects SIMILAR to the project to be bid within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents		50		
	- 7 or more similar projects	100			
	- 4 to 6 similar projects	85			
	- 3 similar projects	70			
	- 2 similar projects	50			
	- 1 similar project	0			
	1. Single largest completed similar contract/project within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.		60		
	- More than the ABC	100			
	- 75% - 100% of the ABC	85			
	- 50% but less than 75% of the ABC	70			
	- Below 50% of the ABC	0			
	2. Total Aggregate completed similar contracts/projects within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.		40		
	- Equal or more than the ABC	100			
	- Less than the ABC	0			
Qualification of Key Personnel				40	
1. Education		20			
- With PhD in Economics, Education,	100				

	Development Studies or related Social Science				
	- With Masters Degree in Economics, Education, Development Studies or related Social Science	85			
	- With Bachelor's Degree in Economics, Education, Development Studies or related Social Science	70			
	- With Bachelor's Degree	50			
	2 With at least three (3) completed Development Studies or projects that is similar to the project to be bid within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.		32		
	- 7 projects completed or more	100			
	- 4 to 6 projects completed	85			
	- 3 projects completed	70			
	- less than 3 projects completed	50			
	3 With at least three (3) completed contracts that is similar to the project to be bid as Team Leader/ Lead Consultant in conducting evaluation studies		40		
	- 7 projects completed or above	100			
	- 4 to 6 projects completed	85			
	- 3 projects completed	70			
	- less than 3 projects completed	50			
	4 At least five (5) relevant trainings and/or seminars attended (shall not include attending as speaker or resource person)		8		
	- With 8 or more relevant trainings and/or seminars attended for the last five (5) years	100			
	- With 6 to 7 relevant trainings and/or seminars attended for the last five (5) years	85			
	- With 5 relevant trainings and/or seminars attended for the last five (5) years	70			
	- With 1 to 2 relevant trainings and/or seminars attended for the last five (5) years	50			

	- No relevant trainings and/or seminars attended for the last five (5) years	0			
	1 Education		20		
	- With PhD in Economics, Education, Development Studies or related Social Science	100			
	- With Masters Degree in Economics, Education, Development Studies or related Social Science	85			
	- With Bachelor's Degree in Economics, Education, Development Studies or related Social Science	70			
	- With Bachelor's Degree	50			
	2 With at least three (3) completed Development Studies or projects that is similar to the project to be bid within <u>the last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents.		32		
	- 7 projects completed and above	100			
	- 4 to 6 projects completed	85			
	- 3 projects completed	70			
	- 2 projects completed	50			
	3 With at least three (3) completed contracts that is similar to the project to be bid as Program Evaluation Specialist		40		
	- 7 projects completed or above	100			
	- 4 to 6 projects completed	85			
	- 3 projects completed	70			
	- less than 3 projects completed	50			
	4 At least five (5) relevant trainings and/or seminars attended (shall not include attending as speaker or resource person)		8		
	- With 8 or more relevant trainings and/or seminars attended for the last five (5) years	100			
	- With 6 to 7 relevant trainings and/or seminars attended for the last five (5) years	85			

	- With 5 relevant trainings and/or seminars attended for the last five (5) years	70			
	- With 1 to 2 relevant trainings and/or seminars attended for the last five (5) years	50			
	- No relevant trainings and/or seminars attended for the last five (5) years	0			
	Current Workload				20
	- 0 to 1 on-going projects	100			
	- 2 on-going projects	85			
	- 3 on-going projects	70			
	- 4 to 5 on-going projects	50			
	- More than 5 on-going projects	0			
	B. Financial Capacity				50
	- More than the ABC	100			
	- 75%-100% of the ABC	70			
	- 50% but less than 75% of the ABC	50			
	- Below 50% of the ABC	0			
	Total				100
	<p>➤ The TWG Member reminded the prospective bidders on the following:</p> <ol style="list-style-type: none"> 1. Based on the above criteria, the bidders shall be ranked according to their total equivalent points. 2. Only the top five (5) bidders meeting the cut-off score of seventy (70) points shall be included in the shortlist. 				

ANNEX A
Eligibility Documents Submission Form

Page 24

- The BAC Secretariat reminded the prospective bidders to attach the notarized authority of signatory.
- The sample form was presented and she reminded the prospective bidders to use the preferred form.

ANNEX B
Statement of the Consultant's Nationality

Page 25-26

- The BAC Secretariat reminded the bidders to fill out all the details and explained that the proposed partners/key staff shall actually perform the services and possess the necessary technical and professional competence as required under ED Clause 1.2.
- The sample form was presented and she reminded the prospective bidders to use the preferred form.

ANNEX C
Format of Curriculum Vitae (CV) for Proposed Professional Staff

Page 27-29

- The BAC Secretariat reminded the prospective bidders that a photocopy of pertinent documents shall be submitted together with the Curriculum Vitae to prove qualifications such as but not limited to educational attainment, current and previous employment/s, work experience and professional certifications.
- The sample form was presented and she reminded the prospective bidders to use the preferred form.

ANNEX D
Statement of Completed Contracts

Page 30

- The BAC Secretariat reminded the prospective bidders to fill out the form with all the necessary details. The said form shall be signed by authorized representative.

- The TWG Member stated that the Statement of Completed Contracts and clarified the coverage of similar contract “would be within the last five (5) years”. Similar Contract shall refer to any contracts on Process Evaluation, Thematic Evaluation, Sector Evaluation, Policy Evaluation, Ex-Ante Evaluation, Ex-Post Evaluation Studies or Needs Assessment.

ANNEX D.1
Consultant’s Project Reference
Page 31

- The BAC Secretariat reminded the prospective bidders to fill out the form with all the necessary details. The said form shall be signed by authorized representative.
- Bidders must need to submit the Certificate of Good Standing and Satisfactory Completion or Equivalent Document.

ANNEX E
List of All On-Going Government and Private Contracts including Contracts Awarded but not yet started, whether similar or not
Page 32

- The BAC Secretariat reminded the prospective bidders to fill out the form with necessary details and in case there is no declaration put the word “NONE”. The said form shall be signed by authorized representative.

CLASS B DOCUMENT
Joint Venture Agreement

- The BAC Secretariat reminded the prospective bidders that if ever they have to join a Joint Venture, Class B must be submitted.

II. OTHER DISCUSSIONS

OTHER MATTERS

- The prospective bidder asked whether they should submit all the requirements on statement of completed contracts or just either one of them?
 - *The Committee answered that the attachments enumerated in Statement of Completed Contracts (Annex D) are mandatory and shall be attached to evidence the veracity of the statement.*
- The prospective bidders asked on the attachments and proofs that need to submit in order to proof that he was employed and part of that similar project.
 - *The Committee answered that the bidder needs to submit documents certified by his previous employer that he was a part of that particular project.*
- The TWG member reminded the prospective bidders for the brief description of the project, the attached Terms of Reference can be found at the back of the bidding documents.
- The Committee reminded the prospective bidders that they can submit /email their queries until October 7, 2019 (Monday).

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **11: 10 AM.**

CERTIFICATION

We certify that the foregoing is the true account of **Preliminary Conference** conducted on Thursday, October 3, 2019.

PREPARED BY

(SGD) MS. MARICEL R. VERGEL DE DIOS
Secretariat

THE BIDS AND AWARDS COMMITTEE X:

(SGD) MS. MIRIAM N. COPRADO
Ad Hoc Representative

-not present-
MR. JACK G. MERCADO
Provisional Member/PMO-in-Charge

CERTIFIED CORRECT

(SGD) ATTY. DIVINA GRACIA A. BACAL
Regular Member, Legal

-not present-
MR. WEBSTER M. LAUREÑANA
Vice-Chairperson

(SGD) ENGR. PABLO ROMAN C. ANDRES
Chairperson, Bids and Awards Committee X