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4 **University of Southeastern Philippines**  
5 *Bids and Awards Committee*  
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7 **Minutes Pre-Procurement Conference**  
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9 **Project: Procurement of 41 Clerical Services for FY 2020-2021,**  
10 **USEP- Obrero & Mintal Campus**  
11 Contract No. 2020-06/Goods  
12 September 1, 2020 at 3:00 p.m  
13 Venue: Via Goggle Meet (uhy-ggqb-cik)  
14 ABC : PhP. 6,382,051.80  
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16 **Attendance:**

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18 **Bids and Award Committee:**

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20 Dr. Reynilo Garcia - Chairperson  
21 Dr. Reynaldo M. Nogodula - Vice Chairperson  
22 Dr. Jose Alther Rivera - Member  
23 Asso. Prof. Rioliza B. Molina - Member  
24 Ms. Nimfa V. Maniscan - Alternate Member  
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27 **BAC Secretariat:**

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29 Ms. Olivia D. Estremos - BAC Secretariat Head  
30 Ms. Melanie C. Pagkaliwagan - BAC Secretariat  
31 Ms. Mary Aprilly P. Cimafranca - BAC Secretariat  
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34 **TWG:**

35 Dr. Edeliza S. Gonzales - TWG for Clerical Services  
36 Dr. Jocel Ripdos - TWG for Clerical Services  
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**A. Proceedings:**

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order at 3:00 in the afternoon. He also acknowledged the presence of the BAC members, BAC Secretariat, and End-Users.

The BAC Chair declared quorum with four (4) BAC Members. BAC Chairman, Dr. Garcia informed the body that the purpose of the pre procurement is to discuss all aspects of a specific procurement activity of the project which includes the technical specifications, the Approved Budget for the Contract (ABC), the applicability and appropriateness of the recommended method of procurement and the related milestones, the bidding documents, and availability of the pertinent budget release for the project.

*He emphasized that for those projects involving an ABC amounting to more than Two Million Pesos (P 2 Million), a pre procurement conference is conducted to determine the readiness of the Procuring Entity to procure goods and services in terms of the legal, technical and financial requirements of the project. More specifically, it ensures that the procurement will proceed in accordance with the PPMP and APP, confirms the availability of appropriations and programmed budget for the contract, and reviews all relevant documents in relation to their adherence to the law. (IRR-A Section 20).*

- 1. Ensure that the procurement is in accordance with the PPMP and APP.*
- 2. Determine the availability of the appropriations and programmed budget for the contract;*
- 3. Determine the state of readiness of the pertinent budget release (e.g., ABM or SARO);*
- 4. Review, modify and agree on the criteria for eligibility screening, and ensure that the said criteria are fair, reasonable, and that they are of the “pass/fail” type and are written in such manner; (IRR-A Section 20.1.3)*
- 5. Review, modify and agree on the criteria for the evaluation of bids/proposals, and ensure that the said criteria are fair, reasonable and applicable to the procurement at hand;*
- 6. Review, modify and agree on the acceptable minimum specifications and other terms in the bidding documents;*
- 7. Review the PPMP, including the milestones and the method of procurement for the procurement at hand;*
- 8. Reiterate and emphasize the “no contact rule” during the bid evaluation process, and the applicable sanctions and penalties, as well as agree on measures to ensure compliance with the foregoing. (Please refer Step 5, Evaluate Bids for a discussion on*

99 the “no contact rule”); and ensure that the requirements of the goods and services to  
 100 be procured are in accordance with an Approved Budget Contract (ABC)

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102 **B. Presentation of Technical Specifications**

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104 Dr. Ripdos (End-User) presented the technical specifications of the **Procurement**  
 105 **of 41 Clerical Services for FY 2020-2021, USeP- Obrero & Mintal Campus**. She  
 106 presented the following technical specifications:

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108 **Detailed Breakdown on Monthly Contract Rate Per Clerk**

109 A. Clerks

110 Daily Wage: P406.00

111 Total Equivalent Number of Days in a Year: 257

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| DETAILED COST BREAKDOWN                    |                        |                  |
|--|------------------------|------------------|
| <b>A. Wage and wage-Related Benefits</b>   |                        |                  |
| 1. Basic Salary                            | (406.00 x 257) / 12    | 8,695.17         |
| 2. 13th Month Pay                          | (8,695.17 / 12)        | 724.60           |
| 3. Service Incentive Leave                 | (406.00 x 5 days) / 12 | 169.17           |
| <b>Sub-total</b>                           |                        | <b>9,588.94</b>  |
| <b>B. Social Welfare Benefits</b>          |                        |                  |
| 1. SSS Contribution                        |                        | 680.00           |
| 2. EC Contribution                         |                        | 10.00            |
| 3. Philhealth Contribution                 |                        | 150.00           |
| 4. Pag-IBIG Contribution                   |                        | 100.00           |
| <b>Sub-total</b>                           |                        | <b>940.00</b>    |
| <b>C. Total Contract Cost</b>              |                        | <b>10,528.94</b> |
| D. Administrative Fee (10% of C)           |                        | 1,052.89         |
| E. Value-Added Tax (12% of C+D)            |                        | 1,389.82         |
| <b>VI. MONTHLY CONTRACT RATE ( (C+D+E)</b> |                        | <b>12,971.65</b> |

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|---|--------------|
| Obrero ( 35 x 12,971.65/mo x 12 months) | 5,448,093.00 |
| Mintal ( 6 x 12,971.65/mo x 12 months)  | 933,958.80   |

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|------------------------------------|---------------------|
| <b>TOTAL CONTRACT COST FOR ABC</b> | <b>6,382,051.80</b> |
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142 **Legal References:**

- 143 1. Wage Order No. RB XI-20
- 144 2. SSS Contribution Table and EC Contribution Effective April 2019
- 145 3. Pag-Ibig Contribution Table for 2019
- 146 4. PhilHealth (IRR RA No. 11223) Monthly Premium Contribution
- 147 5. Proclamation No. 845 (Declaring the Regular Holidays and Special (Non-Working) Days for the year 2020
5. Proclamation No. 986 (Declaring the Regular Holidays and Special (Non-Working) Days for the year 2021

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**C. Comments and Suggestions:**

The BAC Chair asked the body for clarifications and queries based on the presentation given by the end-user. Dr. Garcia asked the end-user if the administrative cost is maximum of 10%. Dr. Ripdos answered that it is 10 %. Ms. Bañanola added that it is also the same administrative cost that recently used on the procurement of security guard and janitorial services.

Dr. Garcia asked the BAC Secretariat head regarding on the tentative date of the Pre-Bid Conference for this project. Ms. Estremos replied that as long as the TWG would submit to the BAC the technical specification and data for this project then we will issue Invitation to Bid. Dr. Gonzales asked the body if it is ok to add four (4) more Clerks on the project since the only total active Clerks in the two campuses is only forty one (41). Dr. Garcia confirmed that it is ok to have an additional Clerk as long as there is a budget for it.

**D. Adjournment:**

With no further instructions from the BAC and clarifications from the body, the Pre-procurement Conference was adjourned at 3:30 pm.

Prepared by:



**OLIVIA D. ESTREMOS**  
BAC Secretariat Head

Approved by:

**REYNILO D. GARCIA**  
BAC Chairman/Goods