



University of Southeastern Philippines
Bids and Awards Committee

Minutes for the Opening of Bid

Project: **Procurement of Clerical Services (41 Clerks) for FY 2020-2021 of
USEP-Obrero & Mintal Campus, Davao City**

Contract No. 2020-05/Goods

October 09, 2020 at 1:30 PM

Venue: University Hostel, Dining Hall

Obrero Campus, Davao City

ABC : PhP. 6,382,051.80

Present:

Bids and Award Committee:

Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Dr. Jose Alther M. Rivera	-	Member
Asso. Prof. Rioliza B. Molina	-	Member
Ms. Nimfa V. Maniscan	-	Alternate Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie C. Pagkaliwagan	-	BAC Secretariat
Ms. April P. Cimafranca	-	BAC Secretariat
Mr. Alfred B. Torre	-	BAC Staff
Mr. Teodorico C. Tinaco Jr.	-	BAC Staff
Mr. Ismael Fabroa	-	BAC Staff

Bidder:

Ms. Dexie Calibara	-	LSERV Corp.
Mr. Francis Soriano	-	LSERV Corp.

47 **A. Proceedings:**

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49 Upon declaration of a quorum, the BAC Vice Chair Dr. Nogodula called the
50 meeting to order with Three (3) BAC members attended at 2:15 o'clock in the
51 afternoon. He also acknowledged the presence BAC Secretariat Members, TWG and
52 the Bidders.

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55 **B. Reading of Minutes:**

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57 The BAC Vice Chair read the minutes of the previous meeting of the pre bid
58 conference for the Procurement of Clerical Services (41 Clerks) for FY 2020-2021
59 of USEP-Obrero & Mintal Campus. Dr. Rivera moved for the approval of minutes
60 and seconded by Prof. Molina.

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63 **C. Business Matters:**

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65 The BAC Vice Chair emphasized the procedure in determining the prospective
66 bidder's eligibility. He said that the BAC shall use the non-discretionary "pass/fail"
67 criteria, as stated in the IAEB and the ITB. Any missing document that is required in
68 the bid shall be a ground for disqualification (IRR-A Section 23.2).

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70 The Vice Chair emphasized that a prospective bidder is eligible to bid for the
71 procurement of goods if it complies with the eligibility requirements prescribed for the
72 competitive bidding and should be within the period stated in the invitation to bid. The
73 bidders are required to observe the highest standard of ethics during the procurement
74 and execution of contract.

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76 The Vice Chair declared the opening of the eligibility documents of the bidder.
77 There was one lone bidder participated in the bidding, LSERV Corp. The results of the
78 bid, to wit:

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Requirements	Bidder
	LSERV Corp.
Eligibility Documents	
Class "A" Legal Documents	
Certificate of PhilGEPS Registration (Platinum)	✓ December 24, 2020
SEC/DTI registration certificate	✓ SEC Registration A199608971
Valid and current Mayor's permit or equivalent document for exclusive zones or areas	✓ December 31, 2020

Valid and Current Tax Clearance Certificate (CY 2016) stating that the bidder has no listed tax liability, issued by the Collection enforcement Division (CED), BIR Main Office.	✓ September 04, 2021
Class “A” Technical Documents	
Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.	✓ 102 Ongoing Contracts
Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of this IRR, within 2015-2018	✓ Land Bank (January 15, 2017) PhP. 689,996,905.56
Class “A” Financial Documents	
Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from date of submission, showing, among others the total and current assets and liabilities.	✓
Computation of Net Financial Contracting Capacity (NFCC)/CLC	✓ PhP. 17,091,839,474.33
Class “B” Technical Document	
Required Bid Security or Bid Securing Declaration	✓ Bid Securing
Technical Specifications	✓
Omnibus Sworn Statement	✓ 1-9
Financial Component	
Duly Signed Bid Prices in prescribed bid form	✓

Additional Requirements (for post qualification)	
Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) as of 4 th Quarter of CY 2016	✓
Remarks	Complying
Amount of Bid as Read	PhP. 6,495,161.29

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D. Comments and Suggestions

The presider informed the body that although the BAC had already deliberated the bidding documents for technical and financial components, the same will still pass through the post qualification evaluation by the University Technical Working Group (TWG) and End User for further assessment.

E. Adjournment:

With no further instructions from the BAC and clarifications from the body, the opening of bid was adjourned at 2:15 in the afternoon.

Prepared by:

OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:

REYNILO D. GARCIA
Chairman, BAC/Goods



University of Southeastern Philippines
(Bids and Awards Committee)

Attendance Sheet

Opening of Bids: Procurement of Clerical Services (41 Clerks) for FY 2020-2021 of USEP-Obrero & Mintal Campuses

University Hostel, USEP Obrero Campus, Davao City 09 October 2020 @ 1:30 p.m.

WHY WE NEED YOUR DATA (P.A. 1817): The (Camera/Office/Online/APP) needs your personal data below to provide verifiable evidence in support to this event and that you participated therein. We will include your data in our printed and electronic reports that we will send through secured channels. By signing herein, we will continuously keep your data and under lock and key, and will limit their use to authorized staff. If you do not agree, please inform us and we will permanently destroy your data after we have sent our reports.

WE WILL TAKE PHOTOS/VIDEOS THROUGHOUT THIS EVENT. We will use them as further evidence of this event in compliance to governmental accounting and finance procedures. We will publish your name, organization, and position like with your photo/video only if needed, such as to identify you as speaker. If you do not agree to have your photo/video taken and used with your other personal data as such, please inform the photographer/photographer. If you want to see your photo/video, or lodge a complaint, or withdraw your consent to our continued use of your photo/video and other personal data, please email com@usep.edu.ph, or call [082-226-1666](tel:082-226-1666).

	Name			Office	Designation	Contact Number	Email Address	Gender		Please mark (✓) if you agree with the above stipulations.	Signature
	Last Name	First Name	M.I.					Male	Female		
1	LAGUNA	Maryada	M.	COO/BAC	Vice Chair, BAC			✓		✓	
2	MANOGAL	NINOS	V.	Reg	BAC Advisor				✓	✓	
3	CANAFRANGA	NORMA APRI	P.	BAC/SEC	BAC Sec				✓	✓	
4	OTERO	OLIVERA	O.	USCP	BAC Sec				✓	✓	
5	TINOCO	TERRONCO	C.	USCP/BAC	Staff			✓		✓	
6	RIVERA	JOSE ALBER	M.	OSAS/BAC	BAC member					✓	
7	MORAN	RICHIE	B.	GAO/BAC	BAC member					✓	

Attendance Sheet

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	Name			Office	Designation	Contact Number	Email Address	Gender		Please mark (✓) if you agree with the above stipulations.	Signature
	Last Name	First Name	M.I.					Male	Female		
8	MAYAGAN	MELANIA	C.	OP/BAC	BAC Sec				✓	✓	
9	CALIBARA	DEJIE		LSERV					✓	✓	
10	SURIANO	FRANCIS		LSERV				✓		✓	
11	FRANCA	MARGOLY	R.	LSERV				✓		✓	
12	TONG	ALBERT	B.	BAC	Staff			✓		✓	
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Attendance Sheet

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