



**University of Southeastern Philippines**  
*Bids and Awards Committee*  
**Minutes Post-Qualification Evaluation**

**Project: Procurement of Clerical Services (41 Clerks) for FY 2020-2021 of USEP-  
Obrero & Mintal Campus, Davao City**  
Contract No. 2020-05/Goods  
November 04, 2020 at 2:30 PM  
Venue: Via Google Meet (cuw-xbei-qwy)  
Obrero Campus, Davao City  
ABC : PhP. 6,382,051.80

**Present were:**

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairman
Dr. Reynaldo M. Nogodula	-	Vice Chairman
Dr. Jose Alther 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 Member
Ms. Emmele L. Embat	-	BAC Secretariat Member
Ms. April Cimafranca	-	BAC Secretariat Member
Mr. Alfred Torre	-	BAC Staff

TWG:

Dr. Jocel Ripdos	-	TWG Clerical Services
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## **A. Proceedings:**

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order with Four (4) BAC members attended at 2:30 o'clock in the afternoon. He also acknowledged the presence BAC Secretariat Members, and TWG.

## **B. Business Matters:**

Dr. Garcia informed the body regarding the rules and regulations and the following criteria of the Post-qualification under (IRR-A Section 34.2) of RA 9184:

1. Legal Requirements. The post-qualification process under this criterion involves the verification, validation and ascertaining of the supplier's claim that it is not included in any government "blacklist," as well as all the licenses, permits and other documents it submitted. The legal requirements refer to the Legal Documents submitted by the bidder as part of the eligibility requirements, e.g., SEC registration, DTI business name registration, Mayor's permit, TIN, etc. The bidder's status with regard to "blacklisting" may be verified by checking the Consolidated Blacklisting Report issued by the GPPB, or the "blacklist" of any government agency.

2. Technical Requirements. Post-qualification under this criterion means that the BAC would have to validate, verify, and ascertain the veracity of the documents submitted by a supplier to prove compliance of the goods and services offered with the requirements of the contract and bidding documents. This involves the following processes:

- a. Verification and validation of the bidder's stated competence and experience;
- b. Verification and/or inspection and testing of the goods/products, after-sales and/or maintenance capabilities, in applicable cases; or inspection of the plant/factory of a manufacturer, to determine production capacity; and
- c. Ascertainment of the authenticity and sufficiency of the Bid Security as to type, amount, form and wording, and validity period.

3. Financial Requirements. Under this criterion, the BAC ought to verify, validate and ascertain the bid price proposal of the bidder and, whenever applicable, its computation of the NFCC, the required bank commitment to provide a credit line to the bidder, or the hold out on deposit status of the cash deposit certificate, in the amount specified and over the period stipulated in the ITB. This is to ensure that the bidder can sustain the operating cash flow of the transaction.

## C. Presentation

### The Technical Working Group (TWG):

Dr. Ripdos (TWG for Clerical Services) presented the the details of the Post-Qualification of Clerical Services (41 Clerks) for FY 2020-2021 of USEP-Obrero & Mintal Campus as follows:

Name of the Project to be bid: **Procurement of Clerical Services (41 Clerks) for FY 2020-2021 of USEP-Obrero & Mintal Campus**

#### POST-QUALIFICATION EVALUATION REPORT

1. Name of the Bidder : **LSERV Corporation**
2. Rank in the List of Bids : **First (1)**
3. Bid Price : **₱ 6,495,161.29**
4. Period of Post-Qualification: **November 4, 2020**
5. Results of Post-Qualification: **Passed/Complied**

Requirements	Parties consulted	Findings
1. Eligibility Envelope		
1.1 DTI Business Name Registration or SEC Registration	Verified from SEC ( <a href="https://bnrs.sec.gov.ph/web/guest/search">https://bnrs.sec.gov.ph/web/guest/search</a> )	Complying. Submitted a copy of CERTIFICATE OF FILING OF AMENDED ARTICLES OF INCORPORATION with SEC Certificate Number: A199608971.
1.2 Business Permit		Complying. Submitted a copy of MAYOR'S PERMIT issued by City of Makati, valid until December 31, 2020
1.3 Tax Identification Number	Verified from BIR thru the Annual Income Tax Return 2019	Complying. The supplier submitted all necessary documents.
1.4 Statement of Non-Blacklisted		Complying
1.5 Affidavit of No-Relations		Complying
1.6 Valid joint venture agreement		NA (Not Applicable)
1.7 Authorizing BAC to verify statements		Complying. The supplier submitted all necessary documents.
1.8 Oath of Authenticity		Complying
1.9 Articles or Partnership of Incorporation		Complying. Submitted a copy of CERTIFICATE OF FILING OF AMENDED ARTICLES OF INCORPORATION with SEC Certificate Number: A199608971.
1.10 On-going and awarded contracts		Complying. Submitted all necessary documents such as Notice of Award from Manila International Airport Authority, Civil Aviation Authority of the Philippines, Philippine Ports Authority and Pag-IBIG Fund, this award amounted to 891,582,224.48; 275,840,847.63; 30,440, 264.76; and 122,533,756.51 pesos respectively.
1.11 Completed similar contracts		Complying. Submitted all necessary documents such as Certificate of Completion given by <b>Landbank</b> of the Philippines; and Notice to Award, Notice to Proceed, Contract Agreement and PO by <b>Landbank</b> of the Philippines.
1.12 Copies of end-user's acceptance letters for completed contracts		Complying. Submitted all necessary documents such as Certificate of Completion given by <b>Landbank</b> of the Philippines; and Notice to Award, Notice to Proceed, Contract Agreement and PO by <b>Landbank</b> of the Philippines.

1.13	Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor		NA (Not Applicable)
1.14	Audited financial statements		Complying. The supplier submitted all necessary documents.
1.15	NFCC or credit line or cash deposit certificate		NA (Not Applicable)
2. Technical Envelope			
2.1	Bid Security		Complying. The supplier submitted all necessary documents.
2.2	Authority of signatory		Complying. The supplier submitted all necessary documents.
2.3	Production/Delivery Schedule		NA (Not Applicable)
2.4	Manpower Schedule		Complying. The supplier submitted all necessary documents.
2.5	After-sales service/parts, if applicable		NA (Not Applicable).
2.6	Technical Specifications		Complying.
2.61	Stability		Complying. The supplier submitted all necessary documents.
2.62	Recruitment and Selection Criteria		Complying. The supplier submitted all necessary documents.
2.63	Completeness of Uniform		Complying. The supplier submitted all necessary documents.
2.64	Training Plan On		Complying. The supplier submitted all necessary documents.
2.65	Other Documentary Requirements for Contract Preparation		Complying. The supplier submitted all necessary documents.
2.7	NFCC or credit line or cash deposit certificate		NA (Not Applicable)
2.8	Certification of Compliance with Labor Laws		NA (Not Applicable)
2.9	Omnibus Sworn Statement		Complying. The supplier submitted a duly notarized and accomplished Omnibus Sworn Statement.

3. Financial Envelope			
3.1	Bid Form		Complying. The supplier submitted all necessary documents.
3.2	Bid Price Schedule		PhP 6,495,161.29

6. Findings:

**LSERV Corporation**, is capable of delivering Procurement of Clerical Services (41 Clerks) for FY 2020-2021 of USEP-Obrero & Mintal Campuses upon verification of the documents submitted.

√ Responsive

0 Non-Responsive

**D. Comments and suggestions:**

The BAC Chair suggested to the body to review and check all legal documents related to the project. The presider informed the body that after the Post-qualification evaluation, the BAC will prepare for a Resolution and Notice of Award with Lowest Calculated and Responsive Bid.

**E. Adjournment:**

With no further instructions from the BAC and clarifications from the Bidders and there being no other matters to be discussed, the meeting was adjourned at 4:00 p.m.

Prepared by:



**OLIVIA D. ESTREMOS**  
**BAC Secretariat Head**

Approved by:

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