



University of Southeastern Philippines
Bids and Awards Committee

Minutes Bid -Evaluation Conference

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

Contract No. 2020-05/Goods

October 21, 2020 at 3:30 PM

Venue: Via Google Meet (kbn-pnnu-fzy)

Obrero Campus, Davao City

ABC : PhP. 6,382,051.80

Present were:

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Asso. Prof. Rioliza B. Molina	-	Member
Ms. Nimfa V. Maniscan	-	Alternate Member
Ms. Rhinna M. Saan	-	Alternate Member

BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie C. Pagkaliwagan	-	BAC Secretariat
Mr. Alfred B. 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 3:30 o'clock in the afternoon. He also acknowledged the presence BAC Secretariat and TWG.

B. Rationale

Dr. Garcia (BAC Chair) mentioned that the purpose of bid evaluation is to determine the Lowest Calculated Bid (LCB). (IRR-A Section 32.1) This is done by:

1. Establishing the correct calculated prices of the bids, through a detailed evaluation of the financial component of the bids; and
2. Ranking of the total bid process as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the LCB.

C. Presentation

The technical working group (TWG) for Clerical Services Dr. Jocel Ripdos presented the Bid Evaluation Report for the Procurement of Clerical Services (41 Clerks) for FY 2020-2021. She presented findings of the ff.:

Findings:

Specification and Bidders Offer

	LSERV Corporation	USEP	Findings
Working Days	245	239	Actual calendar days is 239
Regular Holiday	12	10	PROC 845 and 986 is 10 and 8
Special Days	4	8	
Total Equivalent Number of Days	261	257	Difference of 4 days

Contract Cost		
LSERV Corporation	USEP	Findings
6,495,161.29	6,382,051.80	113,109.49 (Difference)

3. For those who do not work and are not considered paid on Saturdays and Sundays or rest days

$$\frac{\text{Applicable Daily Rate (ADR)} \times 261^1}{12 \text{ months}} = \text{EEMR}$$

Where 261 days/year =

245	Ordinary working days
12	Regular holidays
4	Special days (if considered paid; if actually worked, this is equivalent to 5.20 days)
261	Total equivalent no. of days/year

Without prejudice to existing company policies, practices and/or agreements, the above formula are merely suggestions and may be used as guides in determining the equivalent monthly minimum wage rates.

E. Minimum Wage and Rights of *Kasambahay*

As of February 2020, the minimum wage of *Kasambahay* shall not be less than the following:

Dr. Reynilo D. Garcia
 Chairman, Bids and Awards Committee
 This University

This has reference to the result of the opening of Bids for **Procurement of Clerical Services (41 clerks) for FY 2020-2021 USeP-Obrero & Mintal Campuses** last **September 23, 2020 at 2:15 pm conducted at the USeP Hostel**. Based on my evaluation of technical specifications provided by the bidders, below are my findings and recommendations.

Bidder's Name: **LSERV CORPORATION**

REQUIREMENTS	FINDINGS	COMMENTS
1. Eligibility Requirements		
1.1 PhilGEPS Certificate of Registration and Membership	Complied	Submitted a copy of PhilGEPS Certificate of Registration with Certificate No. 202006819297749837. Valid until December 24, 2020.
1.2 Audited Financial Statement	Complied	The supplier submitted all necessary documents.
1.3 DTI Business Name Registration or SEC Registration	Complied	Submitted a copy of CERTIFICATE OF FILING OF AMENDED ARTICLES OF INCORPORATION with SEC Certificate Number: A199608971.
1.4 Mayor's/Business Permit	Complied	Submitted a copy of MAYOR'S PERMIT issued by City of Makati, valid until December 31, 2020.
1.5 Tax Clearance	Complied	Submitted Tax Clearance Certificate issued on September 04, 2020 with TCC NO. LTS-126-09-04-0261-2020
1.6 Statement of ongoing contracts	Complied	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.
1.7 Statement of Single Largest Completed Contract	Complied	Submitted all necessary documents such as Certificate of Completion given by Landbank of the Philippines; and Notice to Award, Notice to Proceed, Contract Agreement and PO by Landbank of the Philippines.
1.8 NFCC or credit line or cash deposit certificate	Complied	The supplier submitted all necessary documents.
1.9 Bid Securing Declaration Form	Complied	The supplier submitted all necessary documents.
2. Technical Specifications		
2.1 Stability	Complied	The supplier submitted all necessary documents.
2.2 Recruitment and Selection Criteria	Complied	The supplier submitted all necessary documents.
2.3 Completeness of Uniform	Complied	The supplier submitted all necessary documents.
2.4 Training Plan On	Complied	The supplier submitted all necessary documents.
2.5 Other Documentary Requirements for Contract Preparation	Complied	The supplier submitted all necessary documents.

D. Comments and Suggestions:

Dr. Garcia asked the TWG Dr. Ripdos if she has any data on the remittances of LSERV from some of their ongoing contract and Dr. Ripdos answered that she will verify and check the documents submitted by the LSERV. Dr. Garcia (BAC Chair) informed the body that the BAC will issue a Notice of Lowest Calculated Bid (NLCB) to the lowest bidder indicating the suggestions given by the BAC Members in which the body agreed. In addition,

E. Adjournment:

Ms. Saan moved for the adjournment of this meeting and seconded by Prof. Molina. With no further instructions from the BAC and clarifications from the body of the Bid Evaluation Report was adjourned at 4:00 in the afternoon.

Prepared by:



OLIVIA D. ESTREMOS
BAC Secretarial Head

Approved by:

REYNILO D. GARCIA
BAC Chairman/Goods