



SPECIAL BIDS AND AWARDS COMMITTEE
Resolution No. 013
Series of 2020

SUBJECT: RECOMMENDING THE AWARD OF CONTRACT FOR THE SERVICE OF ONE (1) CASH CLERK FOR THE ADMINISTRATIVE UNIT OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) – NATIONAL PROJECT COORDINATION OFFICE (NPCO)

REFERENCES

- Procurement Request Action Slip (PRAS) No. 2020-019 with an Estimated Project Cost (EPC) of PhP 990,000.00
- Mode of Procurement: Selection of Individual Consultant (SIC)
- Approved 2020 AF Procurement Plan Page 10 of 10 (Incremental Operation Cost)
- Approved memorandum for the Request for Authority to Hire Technical Staff for PRDP-NPCO dated 21 January 2020

WHEREAS, under the PRDP Procurement Guidelines the mode "Selection of Individual Consultants" (SIC) may be availed of, to wit:

D. SELECTION OF INDIVIDUAL CONSULTANTS

Individual consultants are employed on assignments for which (a) a team of experts is not required, (b) no additional outside (home office) professional support is required, and (c) the experience and qualifications of the individual are the paramount requirement. When coordination, administration, or collective responsibility may become difficult because of the number of individuals, it would be advisable to employ a firm.

Individual consultants are selected on the basis of their relevant experience, qualifications, and capability to carry out the assignment. The selection shall be carried out through the comparison of the relevant overall capacity of at least three qualified candidates among those who have, directly or through a firm, expressed interest in the assignment or have been approached directly by the DA.

WHEREAS, the Department of Agriculture-Philippine Rural Development Project (DA-PRDP) through its Special Bids and Award Committee (SBAC), caused the advertisement through the Philippine Electronic Procurement System (PhilGEPS) and PRDP website for fourteen (14) days, starting on February 04, 2020, a Request for Expression of Interest (REOI) and Terms of Reference (TOR) relative to the hiring of one Cash Clerk. The set deadline for the submission of Expressions of Interest with Curricula Vitae (CVs) was on 11 February 2020 but was moved to 17 February 2020 at 1:00PM through a Supplemental/Bid Bulletin No. 1;

WHEREAS, in response to the said REOI and before the aforementioned deadline, a total of six (6) individuals who submitted their respective applications and CVs to the DA-PRDP SBAC through sealed envelopes (opened on 24 February 2020). The names of the applicants to the positions advertised are as follows:

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For the Position	No. of Applicants Per Position	Name of Applicant
Cash Clerk	6	1. Elizabeth Joy Avila 2. Ezekiel Palmira 3. Larra Mae I Basale 4. Venus Anne J. Centeno 5. Jeizel Absulio De Gracia 6. Jhunrel P. Becada

Copy of Matrix of EOI is attached marked as Annex "A" and made an integral part hereof;

WHEREAS, The Special Bids and Awards Committee Secretariat (SBACs) endorsed the applicants to Personnel Selection Committee for evaluation, examination and interview. Copy of endorsement is hereto attached marked as Annex "B" and made an integral part hereof;

WHEREAS, the PSC has set the criteria for evaluation and selection among qualified applicants for positions or assignments in the PRDP as follows:

CRITERIA	RELATIVE WEIGHT
Curriculum Vitae (Education [20%]/Years of Experience[50%]/Knowledge [30%])	50%
Communication Skills Written Examination (25%) and Interview (25%)	50%

WHEREAS, upon the endorsement of the SBACs, the PSC facilitated the necessary screening and selection processes, which culminated in the evaluation of the qualifications of the applicants in accordance with the above criteria;

WHEREAS, on 17 April, 2020, the committee issued PSC Resolution No. 20-06, Series of 2020 [Annex "C" hereof], recommending the hiring of Ms. Jeizel Absulio De Gracia who have accordingly been selected for having obtained the highest rates (90%) in the applicants' evaluation for the position of Cash Clerk;

WHEREAS, on 27 April 2020, the SBAC deferred the recommendation of award of contract and issuance of Notice of Award for the Hiring of Administrative Officer I, Administrative Officer II, Cash Clerk and Enterprise Development and Marketing Specialist due to DBM Circular 580 "Adoption of Economy Measures In The Government Due To The Emergency Health Situation".

WHEREAS, due to the urgency and necessity of the positions the PRDP management provide a Justification Letter dated 29 April 2020 with attached approval letter from the Secretary received by Procurement Unit on 19 May 2020. Copy of the said Justification and Secretary's approval are hereto attached and marked as Annexes "D-1 & D-2" and made an integral part hereof;

WHEREAS, the SBAC, upon appraisal, validation, evaluation of the Justification Letter, Secretary's Approval Letter and PSC Resolution, alongside its supporting documents, and through its Memorandum [Annex "E" hereof], agreed with the recommendation of the PSC and itself recommended the award of contract to the **Individual** named above relative to the **assignment/position** stated;

WHEREAS, after a careful review of the evaluation results, the Committee generally adopted the above recommendation of the PSC:

NOW THEREFORE, in view of the foregoing premises, We, the members of the PRDP SBAC HEREBY RESOLVE to:

- (a) declare, as We hereby declare the Individual named in the table below to be the Highest Ranked applicant for the position / assignment correspondingly provided, under The Administrative Unit, PRDP NPCO; and

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- (b) recommend, as we hereby recommend the award of contract – pursuant to the rules on competitive Selection of Individual Consultant (SIC) procurement method under the PRDP World Bank Procurement Guidelines -- to the said individual with contract rate (monthly) and period commencing as specified in the table below;

Table A - Details of the recommended award of contract:

Award In Favor of	For services corresponding to the Position of:	With a Monthly Compensation Rate of:	For the Inclusive Period:
1. Jeizel Absulio De Gracia	Cash Clerk	30,000.00	01 June 2020 or the date of execution of their Individual Contract, whichever is later, until 31 December 2020

Done this 22nd day of May 2020 at D.A. office, Elliptical Road, Diliman, Quezon City, Philippines.

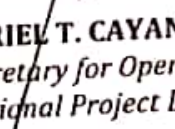

 Assistant Secretary Kristine Y. Evangelista
 Chairperson

ENGR. CRISTY CECILIA P. POLIDO
 Vice Chairperson


 JEAN R. CALDINO
 Regular Member


 CHERYL C. SUAREZ
 Regular Member

APPROVED BY:


 ENGR. ARIEL T. CAYANAN
 Undersecretary for Operations and
 PRDP National Project Direct


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Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

22 May 2020

NOTICE OF AWARD

JEIZEL ABSULIO DE GRACIA
Calumpang West, San Luis Batangas
jeizelabsulio29@yahoo.com
09772774868

Dear *Ms. De Gracia*

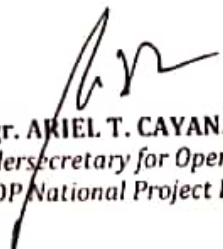
Please be informed that, upon the recommendation of the Special Bids and Awards Committee in its Resolution No. 013, S. 2020, The Hiring of Consultancy Service for One (1) Cash Clerk for the Administrative Unit, PRDP - NPCO under PRAS No. 2020-019 with particulars as provided in the table below, has been awarded to you:

Position	Monthly Compensation	Total Contract Amount (Total Compensation for Approx. Six (6) Months)	Contract Period
Cash Clerk	PhP 30,000.00	PhP 180,000.00	June 01, 2020 or date of execution of Contract whichever is later, until end-December 2020

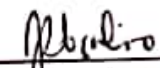
Kindly signify your confirmation and/or acceptance of the award and its terms, as above-detailed, by affixing your signature on the space provided below and returning a signed conformed copy of this notice within two (2) days from receipt hereof.

Please give this matter your preferential attention.

Very truly yours,


Engr. ARIEL T. CAYANAN
Underscretary for Operations and
PRDP National Project Director

CONFORME:


JEIZEL ABSULIO DE GRACIA

MAY 26, 2020
DATE RECEIVED


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