



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Intramuros, Manila



Certificate Number: AJA15-0048

MINUTES OF PRE-BID CONFERENCE
DOLE-BIDS AND AWARDS COMMITTEE (BAC) 10TH REGULAR MEETING
 LGLC, 2nd Floor, Learning Room 4, Blas F. Ople Hall,
 San Jose cor. Cabildo Streets, Intramuros, Manila
 09 March 2020

The Pre-bid Conference for *BLE's' Consultancy Services for the Process Evaluation of the Jobstart Philippines Program* was conducted. The meeting was presided by Director Philip A. Paredes, BAC Vice-Chairperson. After determining that there was a quorum, the meeting was called to order at 9:52 a.m. This was followed by a short prayer led by one of the members of the BAC Secretariat.

I. Attendance (BAC Members, Alternate Provisional Member, Technical Working Group Members, Secretariat, Other Attendees)

BAC Members:		BAC Provisional Member:	
Director Philip A. Paredes (LS)		Director Ma. Karina P. Trayvilla (BWSC)	
Director Warren M. Miclat (FMS)		Director Raul M. Francia (IPS)	
OIC-Director Lily Pearl L. Guerrero (AS)			
Technical Working Group Members:		Other Attendees:	
Atty. John Vincent S. Ferrer (LS)		Mr. Melchor Sampang (BWSC)	
Ms. Janice L. Layola (FMS)		Mr. Chester Rey Mulato (BLE)	
Ms. Desiree E. Estrella (AS)		Ms. Andrea Adorio (BLE)	
Mr. Noel R. Campita (BLE)			
Mr. Teephanie D. Laderas (IPS)			
Ms. Nilda C. Dominquez (BWSC)			
Secretariat: (AS)			
Mr. Raul T. Ballad			
Ms. Mylene Boots S. Lamac			
Ms. Lorna A. Bugais			
Eligible Bidder			
Project	Company	Name of Representative/s	
Bureau of Local Employment (BLE) - Consultancy Services for the Process Evaluation of the JobStart Philippines Program – (ABC: P1,506,000.00)	Associated Resources for Management & Development	Ms. Elda Monterera Ms. Zenaida Cancio	

II. Highlights of the Meeting

- **Pre-bid Conference:**

BLE – Consultancy Services for the Process Evaluation on the JobStart Philippines Program (ABC: P1,506,000.00)

The BLE presented/discussed the Terms of Reference (TOR). The lone eligible bidder who participated during the pre-bid conference is Associated Resources for Management & Development. Said bidder and some BAC members raised the following questions from the representatives of the Bureau of Local Employment (BLE), to wit:

Questions Raised	BAC/BLE Answer/Comments
Is there a final process evaluation already on the JobStart Program?	None
Is there a yearly report on JobStart Program?	Yes
How many areas are covered in the JobStart operations under the technical assistance of the Asian Development Bank (ADB)?	10 – 20 areas nationwide
In the website, it covers 14,000 youth beneficiaries. What years does these figure cover?	Up to 2019 implementation
What is BLE's overall assessment of JobStart Program? Are they consolidated/summarized?	The BLE will look into this and inform the bidder.
Are all the processes and reports on JobStart Program available?	Yes
In the yearly report, do we rely on both the quantitative and qualitative aspect?	The BLE will get the data from the Public Employment Service Office (PESO) – Local Government Units (LGUs).
Do you have baseline data?	Yes. From PESO
Do you have other insights you can share relative to the project?	Yes. The BLE will discuss some insights and relevant details on JobStart Program to the bidder.
Who does the project on "Career Guidance"?	The BLE hired a service provider for the said project.
What will be the project's composition?	The BLE proposes to hire and engage an eligible consultant who, in coordination with BLE-JSP Unit, shall conceptualize and deliver expected outputs.
What is expected from the Consultant?	The process evaluation for the JobStart Philippines Program is deemed necessary to assess the effectiveness and efficiency of the program design and implementation.
What is the schedule of payment?	Payment shall be based on submission of deliverables, i.e.:

	<p>40% - upon submission and acceptance of inception report;</p> <p>30% - upon submission and acceptance of the progress and draft final reports; and</p> <p>30% - upon submission and acceptance of the revised final report, including the conduct of the presentation with BLE and other concerned agencies.</p>
What are the schedule of the project?	<p>Inception report – within 3 weeks from the date of receipt of the Notice to Proceed (NTP);</p> <p>Interim report – within 16 weeks from the date of receipt of the NTP;</p> <p>Draft final report – within 18 weeks from date of receipt of the NTP;</p> <p>Conduct of an internal DOLE-BLE forum/presentation – within 20 weeks from the date of receipt of the NTP;</p> <p>Revised final report – within 24 weeks from the date of receipt of the NTP.</p>

The BAC suggested to the eligible bidder to visit the representatives of the BLE for further inquiries relative to the project.

There being no other matter to discuss, the meeting was adjourned at 10:30 a.m.

Prepared by:


RAUL T. BALLAD
 Head, BAC Secretariat

Approved by:


ATTY. PHILIP A. PAREDES
 Director, Legal Service
 and Vice-Chairperson, BAC

1994. 10. 10. 9. 10. 11.

1. 2. 3.

