



Office of the Associate Vice Chancellor
for Campus Services

17 September 2018

FOR : **BR. RAYMUNDO B. SUPLIDO FSC**
President

THRU : *[Signature]*
BR. BERNARD S. OCA FSC
Chancellor

[Signature]
MS. TERESITA BAES
Senior Consultant to the President
Chair, Bids Committee

[Signature]
BR. ROBERTO O. CASINGAL FSC
Executive Director, RMCA
Executive Member, Bids Committee

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DR. ARNEL ONESIMO O. UY
Vice Chancellor for Administration
Executive Member, Bids Committee

FROM : *[Signature]*
KAREN R. HEBRON
Associate Vice Chancellor for Campus Services

[Signature]
ELVIRA D. TANG
Director, Procurement Office

SUBJECT : **SUMMARY OF RECOMMENDATIONS**

Approved:
[Signature]
9/29/2018

The two-day workshop of the Bids Committee held last May 30-31, 2018 resulted in the following recommendations that cover proposed changes in policies, procedures, and documentations intended to strengthen accountability and due diligence as well as promote tax compliance.

The matrix of recommendations and action steps as agreed by the members of the Bids Committee is attached for approval.

Thank you.

CTC
9-29-18

SUMMARY OF RESOLUTION AND ACTION STEPS

Bids Committee Workshop

30-31 May 2018

		<ul style="list-style-type: none">- P.O. and Contract Preparation	<ol style="list-style-type: none">1. In the absence of the Brother President to sign the contract, ask the Brother President if he could approve by email and have the OIC sign for him.2. A special meeting together with the Legal Counsel will be scheduled to discuss the following. The recommendations shall be presented to the Finance Committee:<ol style="list-style-type: none">a. Legal provisionsb. Commercial termsc. Regulatory requirements (e.g. tax)d. Delivery details3. If the only concern in the contract is the location of arbitration in case of disputes, it was recommended to accept any venue provided it is anywhere in Metro Manila.
		<ul style="list-style-type: none">- PRS Preparation	<ol style="list-style-type: none">1. The FAO shall review the full disbursement cycle in consideration of replacing or removing the PRS preparation. <p><u>NOTE:</u> In view of the proposed plan to remove the PRS, the PRO may directly forward the PO to the FAO while the AMO may directly forward the RR and Invoice to the FAO which would trigger recording</p>

SUMMARY OF RESOLUTION AND ACTION STEPS
 Bids Committee Workshop
 30-31 May 2018

		- Delivery of Items	<p>of payable and, depending on the agreed terms, payment.</p> <ol style="list-style-type: none"> 1. The AMO, Supplier, and Requesting Unit shall together inspect and receive items. 2. The AMO shall be the authorized receiver and signatory of all delivered items in the DR and/or Sales Invoice. 3. The RR shall be signed by both AMO and Requesting Unit. 4. AMO shall strategize the scheduling of receiving of delivered items.
First	Revisit the Policy on the Negotiation Benchmark		<ol style="list-style-type: none"> 1. Negotiation shall be done on a case-by-case basis only to be decided by the Bids Committee. 2. Negotiation must only be done with the winning bidder.
Second	Review of the Proposed Institutional Conflict of Interest		<ol style="list-style-type: none"> 1. Define Related Party Transaction Policy based on IAS definition compared to the current policy as stated in the Guidelines on Bidding for Goods and Services. 2. The guideline shall include a provision for sanction in violation of full disclosure wherein, "...failure to do so may be deemed unbecoming of a Lasallian and may be grounds for termination." 3. The accreditation forms shall include provision for full disclosure of relatives of DLSU employees.

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			<ol style="list-style-type: none"> 4. Failure to disclose relations may be grounds "blacklisting". 5. The RMCA shall check the Purchasing Manual of The Museum for artworks.
	Procurement Strategies	Credit Card	<ol style="list-style-type: none"> 1. A board resolution authorizing all corporate credit holders must be included in the agenda in the next Board Meeting. 2. A Fidelity Bond shall be subscribed for the protection of the corporate credit cardholders. 3. An E-Credit Card may be requested for protection against fraud and phishing, and hacking. 4. A credit card with a dollar denomination may be applied from Metrobank and American Express. 5. Guidelines and policies shall be drafted governing credit card holders and credit card use. 6. Cash advance to replenish the credit card to accommodate more online transactions shall be allowed up to Php700,000.00 provided that liquidation for all transactions per billing are completed.
		Airline and Hotel Bookings	<ol style="list-style-type: none"> 1. Booking may be done by the individual but only in the Procurement Office provided the RPSM has been approved and budget certified.

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			<ol style="list-style-type: none"> 2. The PRO shall inquire with AGODA if they can issue official receipts in the name of DLSU. 3. In using personal credit card, FAO shall resolve tax implications on online purchases.
	Strategizing Central Procurement	<p>Online Portal of Regular Standard Items</p> <p>Standardization of Consumable Supplies</p>	<ol style="list-style-type: none"> 1. Planning and development of the online portal to be discussed by the Admin Group. 1. An Ad-Hoc Committee shall be created to survey and present results to the Bids Committee of the standardization of consumable supplies.
	Tax Issues		<ol style="list-style-type: none"> 1. The PRO shall secure a Certificate of Registration from BIR if the company is VAT or Non-VAT registered. 2. This shall be requested during the accreditation and renewal process.
	Revisit the Exemption from the Bidding Process	<p>Institutional Christmas Celebration</p> <p>Summer Outing</p>	<ol style="list-style-type: none"> 1. All purchases must be done by a Committee Member together with the FAO and PRO staff to ensure due diligence and compliance to regulatory requirements. 2. EWT for on-the-spot purchases shall be shouldered by DLSU. 1. Designated committee members together with the FAO, PRO, and USO shall conduct the ocular and site visit.

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		<p>Healthcare Insurance (HMO)</p> <p>Exemptions requested from the President and Chancellor</p>	<ol style="list-style-type: none"> 2. The PRO shall draft a standards checklist as a guide in selecting the appropriate venue. The safety standards shall be included in the checklist. 1. The Healthcare Committee shall take charge of threshing out the details of the Terms of Reference to be discussed with the Bids Committee. 1. The Bids Committee suggests that the Brother President and the Chancellor redirects requests for exemption to the Bids Committee to determine the reasonableness of the request.
	<p>Budgeting Concerns</p>	<p>Long-Term Planning and Budgeting</p>	<ol style="list-style-type: none"> 1. The Bids Committee shall invite the Chancellor, VCA, VCRI, and 2 representatives from the Academics Group to discuss planning and budgeting for their purchases. <u>NOTE:</u> Request for purchase must always be based on a plan regardless of the source.
	<p>Charging vs. Billing for Food and Transport</p>		<ol style="list-style-type: none"> 1. The Bids Committee approved the payment of food and transport purchases upon delivery of services with an approved PRS. 2. The RMCA shall revisit the budget monitoring process of each

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			<p>department. A Compliance Hour may be scheduled prior to enforcement of the approved process.</p> <p>3. It was noted that reconciliation of the budget with FAO should be performed regularly.</p>
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