



KASAGANA-KA  
Mutual Benefit Association, Inc.

**KASAGANA-KA Mutual Benefit Association, Inc.**  
**Minutes of 2<sup>nd</sup> Special Board Meeting**  
**5 Don Francisco St., Don Enrique Heights**  
**Brgy. Holy Spirit, Quezon City**  
**July 14, 2017 8:30 am**

**In Attendance**

**Board of Trustees**

- |                             |  |
|-----------------------------|--|
| 1. Isabel M. Iliw-iliw      | – President, Treasury & Ethics Committee Chairperson       |
| 2. Marissa A. Loyola        | – Treasurer, Treasury Committee Member                     |
| 3. Jerlene B. Perez         | – Secretary, Product Dev't & Innovation C'ttee Chairperson |
| 4. Marilyn C. Aldave        | – Member, Nomination & Election Committee Chairperson      |
| 5. Anita L. Manundo         | – Member, Product Dev't & Innovation Committee Member      |
| 6. Ma. Teresa G. Bucad      | – Member, Product Dev't & Innovation Committee Member      |
| 7. Ma. Elizabeth G. Fuentes | – Member   |

**Board of Advisers**

- |                           |                                    |
|---------------------------|------------------------------------|
| 1. Elizabeth N. Yayon     | – Special Project Committee Member |
| 2. Chona B. Capayas       | – Ethics Committee Member          |
| 3. Leticia T. Rodriguez   | – Ethics Committee Member          |
| 4. Wenifreda F. Rodriguez | – Ethics Committee Member          |
| 5. Martiniana G. Mancio   | – Special Project Committee        |
| 6. Ma. Anna DR Ignacio    |                                    |


**Management & Staff**

- |                         |  |
|-------------------------|--|
| 1. Silvida R. Antiquera | – General Manager, Special Project Committee Chairperson     |
| 2. Evangeline E. Pe     | – Operations Manager, Nomination & Election Committee Member |

**Absent**

- |                           |   |
|---------------------------|---|
| 1. Perla F. Batingal      | – Independent Board Member, Audit Committee Chairperson |
| 2. Philip Arnold P. Tuaño | – Independent Board Member                              |

**Certified Correct by:**

  
Jerlene B. Perez  
BoT Secretary



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## **ORDER OF BUSINESS**

- I. Invocation
- II. Determination of Quorum
- III. Approval of the proposed agenda
- IV. Matters for Discussions and Approval
  - a. Presentation and Approval of the Building Plan
  - b. Presentation and Approval of Construction Cost Estimate
  - c. Presentation and Approval of the Service Contract with the Architech
  - d. Appointment of Project Coordinator/Administrator
  - e. Formation of the (i) Bids and Awards and (ii) the Construction Committees
- V. Adjournment



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**I. Invocation**

The Board opened the meeting at 9:15 a.m., with a prayer led by Ms. Marilyn.

**II. Determination of Quorum**

With seven (7) out of nine (9) trustees present, the Board Secretary Jerlene, reported the presence of a quorum.

**III. Approval of the proposed agenda**

Board President Isabel presented the proposed agenda for the meeting. There being no other matters proposed to be tackled, the proposed agenda was adopted, after a motion by Ms. Marites, and duly-seconded by Ms. Marissa.

**IV. Matters for Discussion/ Approval**

**A. Presentation and Approval of the Building Plan**

Ms. Salve presented the building plan prepared by the prospective architect. The five-storey building will serve as a property investment of the KMBA. It will house the other organizations under the KSO. The floor plans were shown to the Board. The ground floor will be allotted for parking space, which can accommodate nine cars and a kitchen/ mess hall for employees. The KMBA office will be at the second floor. It will include a consultation room and a board room. KPF, with its small manpower, will share the floor with KMBA. The third floor will be utilized as a training hall, which will cater to trainings and seminars conducted by the different organizations. The fourth floor will be occupied by the K-COOP, and the top floor, by KDCI.

Ms. Anita moved for the approval of the building plan. This was duly seconded by Ms. Marilyn.

***BOARD RESOLUTION No. 85, Series of 2017. APPROVAL OF THE BUILDING PLAN***

***RESOLVED***, as it is hereby resolved, that the Board approved the five-story building design plan.

**B. Presentation and Approval of the Construction Cost Estimate**

The total developed area, based on the building plan designed by the architect, is around 1,489 square meters. At Php25,000 per square meter, the construction will cost around Php37 million. Add to this the professional fees involved, building permit application, soil test and other incidental expenses and it would reach Php40 million. However, KMBA's existing budget is only Php29-30 million.



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The Board understands the importance of completing the building construction, including the finishing touches, within the target period. Given the difference between the budget and the cost estimate, the Association will have to work hard to fund the project. With these in mind, the Board, with a motion by Ms. Anita, and seconded by Ms. Marlyn, approved the construction cost estimate.

***BOARD RESOLUTION No. 86, Series of 2017. APPROVAL OF THE BUILDING CONSTRUCTION COST ESTIMATE***

***RESOLVED***, as it is hereby resolved, that the Board approved the building construction cost estimate.

***RESOLVED***, further that, given the difference between the construction cost estimate and the budget, the Association will have to look for additional sources to fund the project to its completion.

**C. Presentation and Approval of the Service Contract with the Architect**

GM Salve presented the profile, including the completed projects, of Architect Eric Vincent L. Yusingco. An alumnus of the UP College of Architecture, he placed 13<sup>th</sup> in the July 1994 board examination for architects. Among his completed projects are government offices, facilities of universities and residential houses. Important provisions under the draft service contract were also discussed. The contract duration is 80 working days, divided into the Design Stage, the Construction Drawings Stage, and the Construction Implementation Stage.

The terms of payment is also suited based on the completion of deliverables in every stage. The architect estimates that construction will be completed in one and a half years.

The professional fee will be 5% of the total project construction cost, but in no case will it be lower than Php1.5 million. Additional 2% of the total project construction cost will be paid to the architect to manage and inspect the construction in accord with the building plan and design. This will be covered by a separate contract. The Board was in agreement that such arrangement is better, instead of assigning a project engineer. In total, said rate is lower than that given to the architect who designed the current office, which was at 7% of the total project cost. On top of that, the architect was paid for the management and inspection of the construction stage, on a per diem basis.

With no further questions or points for clarification, and based on the profile of the architect, the Board approved the two contracts, following a motion by Ms. Teresa, duly seconded by Ms. Marissa.



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**BOARD RESOLUTION No. 87, Series of 2017. AWARD OF THE SERVICE CONTRACT FOR ARCHITECTURAL DESIGN**

*RESOLVED*, to award the service contract for architectural design of the proposed five-story building to Architect Eric Vincent L. Yusingco.

*RESOLVED FURTHER*, that Architect Yusingco's total professional fee is equivalent to five percent (5%) of the total project cost.

**BOARD RESOLUTION No. 88, Series of 2017. AWARD OF THE SERVICE CONTRACT FOR PROJECT MANAGEMENT**

*RESOLVED*, to award the service contract for the project management of the proposed five-story building to Architect Eric Vincent L. Yusingco.

*RESOLVED FURTHER*, that Architect Yusingco's total professional fee is equivalent to two percent (2%) of the total project cost.

**D. Appointment of Project Coordinator/ Administrator**

To facilitate coordination and supervision of contract implementation for this building construction project, the approval of the Board was sought for the appointment of GM Salve as project coordinator. Her scope of work include, but is not limited to, acceptance and approval of progress reports and other deliverables; recommendation for the approval of progress billings for payment.

Ms. Marlyn moved for the appointment of the GM as project coordinator/administrator. This was seconded by Ms. Anita.

**BOARD RESOLUTION No. 89, Series of 2017. DESIGNATING SILVIDA REYES ANTIQUERA AS PROJECT ADMINISTRATOR FOR THE DESIGN AND CONSTRUCTION OF KMBA OFFICE BUILDING**

*RESOLVED*, that the Board designates KMBA General Manager Silvida Reyes-Antiquera as Project Administrator responsible for coordination of activities related to the design and construction of the KMBA office building, including, but not limited to, acceptance of project reports and other deliverables and recommendation for the approval of payment request.

**E. Formation of Committees**

Relative to this building construction project, a Bids and Awards Committee (BAC) and a Construction Committee will be constituted. GM Salve explained that the BAC will manage the procurement process, from reviewing the profile and



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qualifications of bidders, verifying the documents submitted and representations made, and awarding the contract.

The two committees will be composed of representatives from the Kasagana-Ka organizations. For KMBA, the Board agreed to have the following Trustees as representatives:

Bids and Awards Committee : Anita, Marilyn and Jerlene  
Construction Committee : Teresa and Marissa

GM Salve presented the construction project timeline, including the procurement process. Based on the projections, procurement should begin by September. Contract is expected to be awarded by December. Construction should then commence January 2018. The timeline assumes that the building permit will be approved within six months. As earlier mentioned, completion of the construction is expected to take one and a half years.

**BOARD RESOLUTION No. 90, Series of 2017. CREATION OF THE BAC AND CONSTRUCTION COMMITTEE AND APPOINTING MEMBERS THEREOF**

**RESOLVED**, that the Board hereby creates the ad-hoc Bids and Awards Committee and the Construction Committee, both relative to the construction of the proposed five-story KMBA building;

**RESOLVED FURTHER**, that the following are hereby appointed members of the respective Committees:

*Bids and Awards Committee :* Anita L. Manundo  
Marilyn C. Aldave  
Jerlene B. Perez

*Construction Committee :* Teresa G. Bucad  
Marissa A. Loyola

**V. Adjournment**

The Board agreed to hold its next regular meeting on August 25, 2017.

The meeting ended at 11:15 am.

Prepared by:

  
Jerlene B. Perez  
Board Secretary



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Attested by:

*iliwiliw*  
Isabel M. Iliw-iliw  
President

*M. Loyola*  
Marissa A. Loyola  
Treasurer

*M. Aldave*  
Marilyn C. Aldave  
Board Member

*T. Bucad*  
Ma. Teresa G. Bucad  
Board Member

*E. Fuentes*  
Elizabeth G. Fuentes  
Board Member

*A. Manundo*  
Anita L. Manundo  
Board Member