



BIDS AND AWARD COMMITTEE
Goods and Services
External Services



**Based on the 2016 Revised Implementing Rules and Regulations of R. A. 9184
otherwise known as the Government Procurement Reform Act**

FOR THE PROCUREMENT OF GOODS AND SERVICES:

1. Pre-procurement conference

These pertains to project with an Approved Budget for the Contract of above P2, 000,000.00 and or optional for the project with ABC of P2, 000,000.00 and below. These service is available only base on **Rule VII Invitation to Bid- Section 20 of the 2016 Revised IRR of R.A. 9184.**

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|--|--|--|------------------------|--|
| Office or Division | Bids and Awards Committee (BAC) Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G, G2C | | | |
| Who may avail: | 1. End User Representative of PGOM Offices 2. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Purchase Request (1 photocopy) 2. Notice of meeting (1 original) | | 1. PR from Client/Originating Office 2. Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the attendance sheet | 1. Assist the client to sign in the attendance sheet | None | 3 minutes | Administrative Aide I Administrative Aide IV Bids and Awards Committee |
| 2. Participate in the discussion on all aspects of a specific procurement activity | 2. Discuss all aspects of a specific procurement activity | None | 1 hour | Bids and Awards Committee Members, Secretariat, BAC |
| 3. Wait for the notice of meeting from BAC Secretariat for the | | None | 5 minutes | BAC Secretariat |



| | | | | |
|--------------------------------|---|------|-------------------|--|
| schedule of pre-bid conference | 3. Notify the client for the schedule of pre-bid conference | | | |
| | Total | None | 1 hour, 8 minutes | |

2. Pre-bid conference

These pertains to project with an Approve Budget for the Contract of P1, 000,000.00 and above and or optional for ABC below P1, 000,000.00. These service is available only base on the BAC activities stipulated in the Invitation to Bid (IB), **Rule VII Invitation to Bid- Section 22 of the 2016 Revised IRR of R.A. 9184.**

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|---|---|--|------------------------|--|
| Office or Division | Bids and Awards Committee (BAC) Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2G, G2B, G2C | | | |
| Who may avail: | 1. End User Representative of PGOM Offices 2. Interested prospective bidders compliant with the documents prescribed in the bidding documents. 3. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| (1) Original and or (1) Photocopy of Invitation to Bid 2. Notice of meeting (1 original) | | Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City. | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the attendance sheet | 1. Assist the client to sign in the attendance sheet | None | 3 minutes | Administrative Aide I Administrative Aide IV Bids and Awards Committee |
| 2. Attend/ participate in the discussion | 2. Discuss clarify and explain, among other things, the eligibility requirements and the technical and financial | None | 1 hour | Bids and Awards Committee Members, Secretariat, BAC |



| | | | | |
|--|--|------|-------------------|-----------------|
| 3. Wait for the notice of meeting from BAC Secretariat for the schedule of bid opening | <p>components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.</p> <p>3. Notify the client for the schedule of bid opening</p> | None | 5 minutes | BAC Secretariat |
| | Total | None | 1 hour, 8 minutes | |

3. Purchase of bidding documents

The Sale of Bidding Documents are documents issued to prospective bidders of certain goods or services. The Bidders will require to pay a fee to recover the cost for the preparation and development of the Bidding Documents pursuant to the **Guidelines on the Sale of the Bidding Documents**. This service is available only based on the BAC activities stipulated in the Invitation to Bid (IB).

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|---|--|--|------------------------|---------------------------|
| Office or Division | Bids and Awards Committee (BAC) Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B, G2C | | | |
| Who may avail: | Interested prospective bidders compliant with the documents prescribed in the bidding documents. | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Order of Payment form 2. Corresponding fee for the payment of bidding documents | | Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City. | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |



| | | | | |
|--|--|------------------------------|------------|---|
| 1. Secure Order of Payment form | 1. Issue Order of Payment form and instruct the client to go to the Provincial Treasury Office (Cashier Division) to pay the bidding fee | Refer to GPPB Standard Rates | 10 minutes | Administrative Assistant II Administrative Aide IV |
| 2. Proceed to PTO and pay corresponding fee | 2. Receive payment and issue Official Receipt | Based on GPPB Standard Rates | 9 minutes | Cashier Provincial Treasury Office |
| 3. Present the Official Receipt for the payment of bidding documents | 3. Release bidding documents | None | 20 minutes | Administrative Assistant II Administrative Aide IV |
| | Total | *GPPB Standard Rates | 39 minutes | |

Based on the 2016 Revised Implementing Rules and Regulations of R. A. 9184 otherwise known as the Government Procurement Reform Act

APPENDIX 8

GUIDELINES ON THE SALE OF BIDDING DOCUMENTS

1.0 POLICY STATEMENT

As provided in Section 17.4 of the Implementing Rules and Regulations (IRR) of Republic Act 9184, bidders may be asked to pay for bidding documents to recover the cost of their preparation and development. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof to the collecting/disbursing officer of the procuring entity concerned.

2.0 PURPOSE

These guidelines are formulated to provide standard rates for the sale of bidding documents to rationalize the fees primarily to regulate its price and to lessen the exercise of discretion of procuring entities so as not to discourage market participation and competition.

3.0 SCOPE AND APPLICATION



These guidelines shall apply to the national government, its branches, constitutional offices, departments, bureaus, offices and agencies, including state universities and colleges, government-owned and/or -controlled corporations, government financial institutions, and local government units.

4.0 GENERAL GUIDELINES

4.1 Procuring entities shall make the bidding documents available on the same date the advertisement and/or posting of the Invitation to Bid was made pursuant to Section 17.3 of the IRR of RA 9184.

4.2 As required in Section 21.1(g) of the IRR of RA 9184, the price of the bidding documents must be included in the Invitation to Bid/Request for Expression of Interest in order to inform all prospective bidders of the cost of its acquisition.

4.3 The BAC shall issue the bidding documents to any prospective bidder upon payment of the standard rate of the bidding documents.

4.4 The standard rate for the sale of bidding documents shall be based on the fixed rate on a fixed range approach and shall be applicable in the procurement of goods, consulting services, and the contracting for infrastructure projects by the procuring entity, whether procured by way of public bidding or any of the alternative methods of procurement that utilize processes and procedures in competitive bidding.

4.5 Procuring entities are proscribed to adopt any internal rule or practice that establish fees that are inconsistent or beyond the standard rate for the sale of bidding documents set forth in these guidelines.

4.6 The proceeds from the sale of the bidding documents shall continue to be used for the payment of honoraria as provided for in Budget Circular No. 2004-5A, dated 7 October 2005, or to augment the funds for the procuring entity's legal assistance and indemnification package as provided in the Guidelines for Legal Assistance and Indemnification of Bids and Awards Committee Members and its Support Staff.

5.0 STANDARD RATES

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

| Approved Budget for the Contract | Maximum Cost of Bidding Documents (in Philippine Peso) |
|---|---|
| 500,000 and below | ₱ 500.00 |
| More than 500,000 up to 1 Million | ₱ 1,000.00 |
| More than 1 Million up to 5 Million | ₱ 5,000.00 |
| More than 5 Million up to 10 Million | ₱ 10,000.00 |
| More than 10 Million up to 50 Million | ₱ 25,000.00 |
| More than 50 Million up to 500 Million | ₱ 50,000.00 |



| | |
|-----------------------|-------------|
| More than 500 Million | ₱ 75,000.00 |
|-----------------------|-------------|

6.0 REPEALING CLAUSE

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

7.0 EFFECTIVITY

These guidelines shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general nationwide circulation and upon filing with the University of the Philippines Law Center of three (3) certified copies of these guidelines

4. Submission of bids and bid opening

These pertains to the response to tender document requirements as issued by the BAC, submitted by the Bidder, which must be received in its original form, with original signatures, in the bidding system. These service is available only base on the BAC activities stipulated in the Invitation to Bid (IB).

| | | |
|---|---|--|
| Office or Division | Bids and Awards Committee (BAC) Office | |
| Simple | Technical | |
| Type of Transaction | G2G, G2B, G2C | |
| Who may avail: | <ol style="list-style-type: none"> 1. End User Representative of PGOM Offices 2. Interested prospective bidders compliant with the documents prescribed in the bidding documents. 3. Observers from: At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand and the other observer shall come from a non-government organization (NGO) | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| <ol style="list-style-type: none"> 1. 1 set Original copies of Technical and Financial Documents in a separate sealed envelope marked "ORIGINAL – TECHNICAL COMPONENT/ORIGINAL – FINANCIAL COMPONENT", sealing them all in outer envelope marked "ORIGINAL BID" 2. 1 set photocopy of Technical and Financial Documents in a separate sealed envelope marked "COPY NO. 1" | | Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City. |



| – TECHNICAL COMPONENT/ COPY NO. 1 – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. 1. (These envelopes containing the original and the copies shall then be enclosed in one single envelope) | | | | |
|---|--|-----------------|-------------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the attendance sheet | 1. Assist the client to sign in the attendance sheet | None | 2 minutes | Administrative Aide I Administrative Aide IV |
| 2. Submit bids and attend bid opening | 2. Receive bids and conduct bid opening | None | 1 hour | Bids and Awards Committee Members, Secretariat, BAC |
| 3. Wait for the Notice of Post-qualification from the BAC Secretariat | 3. Notify the client for the signing of Notice of Post-qualification | None | 5 minutes | BAC Secretariat |
| | Total | None | 1 hour, 7 minutes | |

*Bid opening will be conducted through open competitive bidding procedures using a nondiscretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.

5. Issuance of Notice of Post-qualification

These pertains to the process of verifying, validating and ascertaining all the statements made and documents submitted by the bidder with the Single/Lowest Calculated Bid, which includes ascertaining the said bidder's compliance with the legal, financial and technical requirements of the bid.



| | | | | |
|--|--|--|------------------------|--|
| Office or Division | Bids and Awards Committee (BAC) Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B, G2C | | | |
| Who may avail: | 1. Single/Lowest Calculated Responsive Bidder | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Latest Income and Business Tax Returns 2. Other appropriate licenses and permits required by law and stated in the Bidding Documents | | Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City. | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the requirements provided in the checklist | 1. Check and receive the requirements submitted by the bidder | None | 10 minutes | Administrative Aide IV Administrative Aide I Bids and Awards Committee |
| 2. Sign the Notice of Post-qualification | 2. Assist the client in signing the Notice of Post-qualification | None | 5 minutes | BAC |
| | Total | None | 15 minutes | |

6. Issuance of Notice of Award

These pertains to the document issued by the BAC to the eligible bidder/s formally informing the same that he/she/they met the eligibility requirements issued by the Procuring Entity and issued by the Head of the Procuring Entity to the bidder to whom the contract is awarded.

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|----------------------------------|--|------------------------|--|
| Office or Division | Bids and Awards Committee (BAC) Office | | |
| Classification | Simple | | |
| Type of Transaction | G2B, G2C | | |
| Who may avail: | Winning Bidder who pass in the stage of post-qualification | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| None | | None | |



| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|----------------|-----------------|--|
| 1. Sign the Notice of Award | 1. Assist the winning bidder in signing the Notice of Award | None | 5 minutes | Administrative Aide IV Administrative Aide I Bids and Awards Committee |
| 2. *Return the signed Notice of Award and post-performance security | 2. Accept the signed Notice of Award | None | 5 minutes | Administrative Aide IV Administrative Aide I BAC |
| 3. Secure a copy of signed Notice of Award signed | 3. Provide a copy of signed Notice of Award signed | None | 5 minutes | Administrative Aide IV Administrative Aide I BAC |
| | Total | None | 15 minutes | |

*To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.



7. Issuance of Purchase Order/Contract Agreement

These pertains to the document issued by the Procuring Entity's Representative to the winning bidder/s to formalize requirements and pricing, and serve as legally binding documentation of the goods/services that were ordered.

| | | | | |
|---|--|------------------------|------------------------|--|
| Office or Division | Bids and Awards Committee (BAC) Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B, G2C | | | |
| Who may avail: | Winning Bidder | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| None | | None | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign in the Purchase Order/Contract Agreement | 1. Assist in signing the Purchase Order/Contract Agreement | None | 5 minutes | Administrative Aide IV Administrative Aide I Bids and Awards Committee |
| 2. Return the signed Purchase Order/Contract Agreement | 2. Accept the signed Purchase Order/Contract Agreement and prepare Notice to Proceed | None | 10 minutes | Administrative Aide IV Administrative Aide I BAC |
| 3. Secure a copy of signed Purchase Order/Contract Agreement signed | 3. Provide a copy of signed Purchase Order/Contract Agreement signed | None | 5 minutes | Administrative Aide IV Administrative Aide I BAC |
| | Total | None | 20 minutes | |



8. Issuance of Notice to Proceed.

A written notice issued by the Procuring Entity's Representative to the winning bidder requiring the latter to begin the Works not later than the date specified in the Notice.

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|---|--|------------------------|------------------------|--|
| Office or Division | Bids and Awards Committee (BAC) Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B, G2C | | | |
| Who may avail: | Winning Bidder | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| None | | None | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Sign the Notice to Proceed | 1. Assist in signing the Notice to Proceed | None | 5 minutes | Administrative Aide IV Administrative Aide I Bids and Awards Committee |
| 2. Return the signed Notice to Proceed | 2. Accept the signed Notice to Proceed | None | 5 minutes | Administrative Aide IV Administrative Aide I BAC |
| 3. Secure a copy of signed Notice to Proceed signed | 3. Provide a copy of signed Notice to Proceed signed | None | 5 minutes | Administrative Aide IV Administrative Aide I BAC |
| | Total | None | 15 minutes | |

FOR ALTERNATIVE METHOD OF PROCUREMENT

1. Issuance of Request to Submit Proposal/Quotation (RFQ)

These pertains to a canvass form to be acquired and submitted by interested bidders/suppliers, who wants to participate in a particular procurement.



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|--|---|------------------------|--|--|
| Office or Division | Bids and Awards Committee (BAC) Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2B, G2C | | | |
| Who may avail | All interested bidders compliant with all the requirements prescribed in the bidding documents | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Refer to the checklist of documentary requirements in the Request to Submit Proposal/Quotation | | | Bids and Awards Committee Secretariat Office, Capitol Complex, Camilmil, Calapan City. | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Accomplish/ Secure/Request and Fill-out Request to Submit Proposal/Quotation from the BAC Secretariat | 1. Provide a copy of Request to Submit Proposal/Quotation | None | 10 minutes | Administrative Aide IV BAC Secretariat Bids and Awards Committee |
| 2. Return the accomplished form of Request to Submit Proposal/Quotation together with the applicable documentary requirements to the BAC Secretariat | 2. Accept and review the accomplished form of Request to Submit Proposal/Quotation together with the documentary requirements submitted | None | 20 minutes | Administrative Aide IV Administrative Officer III |
| 3. Wait for the issuance of Notice of Award to be issued | 3. Issue the Notice of Award | None | 10 minutes | BAC |
| | Total | None | 40 minutes | |

*Please refer to the steps on the Issuance of Notice of Award (except for posting of performance bond), Issuance of Purchase Order/Contract Agreement and Issuance of Notice to Proceed.