



BIDS AND AWARD COMMITTEE-HEALTH

External Services



1. ISSUANCE OF APPROVED DOCUMENTS (Notice of Award, Purchase Order/Contract Agreement, Notice to Proceed)

Documents prepared by the BAC and approved by the Head of Procuring Entity to be issued to winning supplier/bidder

Office or Division:	Bids and Awards Committee			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Winning Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved NOA, PO/Contract, NTP		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Wait for notification from BAC office	1. Notify winning supplier/bidder of their approved documents	None	5 mins	BAC Secretariat
2. Present received Notification	2. Provide documents approved by the HoPE	None	10 mins	BAC Secretariat
3. Sign documents	3. Assist client	None	10 mins	BAC Secretariat
4. Secure copy of signed document	4. Issue copy of requested document	None	10 mins	BAC Secretariat
Total			35 mins	



2. PROCUREMENT OF GOODS AND SERVICES

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

Office or Division:	Bids and Awards Committee			
Classification:	Complex			
Type of Transaction:	G2G,G2B,G2C			
Who may avail:	End-user, Prospect Bidder, Observer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bidding Documents, Notice of Meeting		Bids and Awards Committee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Attend Pre-Procurement Conference	1. Conduct Pre-Procurement Conference	None	1 hour	BAC Members, BAC Secretariat, End-user/Representative, Observer
2. Wait for the active status of Advertisement/ Invitation to Bid Posted in PhilGEPS website	2. Advertise / Post Invitation to Bid in PhilGEPS website	None	20 mins	BAC Secretariat
3. Attend Pre-bid conference	3. Conduct Pre-bid conference *shall be held on any given time as specified by the purchaser to discuss. *any statement made shall modify the bidding documents in writing as an	None	1 hour	BAC Members, BAC Secretariat, End-user/ Representative, Prospect Bidder, Observer



	amendment thereto and issue a supplemental or bid bulletin			
4. Submit sealed bidding documents	4. Receive sealed bidding documents	None	5 mins	BAC Secretariat
5. Attend Opening of Bids	5. Conduct Opening of Bids	None	1 hour	BAC Members, BAC Secretariat, End-user/ Representative, Prospect Bidder, Observer
6. Wait for notification of bidding result	6. Notify bidding result	None	5 mins	BAC Secretariat
Total			3 hours, 30 mins	

3. PURCHASE OF BIDDING DOCUMENTS

The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity.

Office or Division:	Bids and Awards Committee			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Eligible Supplier/Prospect Bidder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of project posted in PhilGEPS website/Purchase Request from End-user		PhilGEPS website, End-user Office		
2. Official Receipt (1 original)		Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES-SING TIME	PERSON RESPONSIBLE



1. Present Printed Copy of Project posted in PhilGEPS website/ Purchase Request from End-user	1. Check presented documents	None	5 mins	BAC Secretariat
2. Ask for order payment form from the BAC Secretariat	2. Provide order payment form based on project to be avail of the prospect bidder and instruct to pay at the Treasurer's Office	None	30 mins	BAC Secretariat
3. Pay the amount indicated in the order payment	3. Accept/receive payment and provide official receipt	*Refer to GPPB Standard Rates	9 mins	Revenue Collection Clerk Provincial Treasurer's Office
4. Submit the copy of Official Receipt	4. Provide copy of the Bidding Documents	None	10 mins	BAC Secretariat
Total		*Refer to GPPB Standard Rates	54 mins	

*Fees of Bidding Documents based on Section 5.0, Appendix 8 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184

Approved Budget for the Contract (Php)	Maximum Cost of Bidding Documents (Php)
500k	₱ 500.00
500k to 1M	₱1,000.00
1M to 5M	₱5,000.00
5M to 10M	₱ 10,000.00
10M to 50M	₱ 25,000.00
50M to 500M	₱50,000.00
More than 500M	₱75,000.00

CHECKLIST OF TECHNICAL REQUIREMENTS (Section 23.1 of the IRR of RA 9184):

1. *PhilGeps Certificate of Registration and membership under **Platinum Category** in accordance with Section 8.5.2 of the IRR of RA 9184, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR of RA 9184: Provided, That the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR of RA 9184;*



- a) Enclosed updated “Class A” Documents whenever it was expired during bid submission.

2. Statement of all Ongoing Government and Private Contracts;

3. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid of at least 25% of the ABC, within the relevant period as provided in the bidding documents.

4. Net Financial Contracting Capacity (NFCC) Computation or committed Line of Credit;

5. Joint Venture Agreement or the Duly Notarized Statement in accordance with Section 23.1(b) of the IRR of 9184, if applicable;

6. Bid security in the prescribed form, amount and validity period;

- Cash, cashier’s/manager’s check, bank draft/guarantee confirmed by a Universal or Commercial Bank (2% of ABC);
- Irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of ABC); or
- Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issued such security (5% of ABC) and with documentary stamps attached.
- Bid Securing Declaration

7. Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable;

8. Omnibus Sworn Statement in accordance with Section 25.3 of RA 9184 and its IRR

- Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of (Name of Bidder) with office address at (address of Bidder)

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of (Name of Bidder) with office address at (address of Bidder)

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)];

- *[Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local*



Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

- Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- [Name of Bidder] complies with existing labor laws and standards; and
- [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any



person or official, personnel or representative of the government in relation to any procurement project or activity.

- *In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.*

9. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification for the relevant government office of their country stating the Filipinos are allowed to participate in their government procurement activities for the same item or product.

CHECKLIST OF FINANCIAL REQUIREMENTS

- 1. Bid Form;*
- 2. Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules;*
- 3. If the Bidder claims preference as a Domestic Bidder/Domestic Entity, a certification from the DTI, SEC, or CDA.*