# BIDS AND AWARDS COMMITTEE

## GOVERNMENT PROCUREMENT – COMPETITIVE BIDDING

Procurement of Goods, Infrastructure Projects and Consulting Services

|  |  |
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| **Office or Division:**  | Bids and Awards Committee and The Secretariat  |
| **Classification:**  | Highly Technical  |
| **Type of** **Transaction:**  | G2B - Government to Business Entity G2G - Government to Government  |
| **Who may Avail:**  | All end-user of purchase request  |
| **Checklist of Requirements**  | **Where to Secure**  |
| Purchase Request  | Supply Office  |
| Earmarked Purchase Request  | Budget Office  |
| PPMP  | Office of Purchase Request / End-user  |
| **Client Steps**  | **Agency Action**  | **Fees to be Paid**  | **Processing Day**  | **Person Responsible**  |
| 1. Client submits the properly earmarked purchase request  | 1. Organize Pre - Procurement Conference (if necessary).  Prepare minutes of the meeting.  |   | 1 day  | *BAC Secretariat* BAC Office   |
|   | 2. Conduct pre-procurement conference with the members, TWG and end-user  |   | 1 day  | *BAC Chair and Members* *Technical Working* *Group*  |
|   | 3. Post invitation to bid or request for intent in PhilGEPS and/or in nationwide-circulated newspaper (broadsheet), website of CSU, conspicuous place of CSU.  |   | 7 days1 day | *BAC Secretariat* BAC Office *BAC Secretariat* BAC Office *BAC Secretariat* BAC Office  |
|  | 4.Send invitation letters to COA; two non-government organizations; end-users, TWG; and observers. |  |
|  | 5. Prepare and distribute Bidding Documents. |  |
|   | 6. Organize Pre-Bid Conference.  |   | *BAC Chair and* *Members* *Technical Working Group*   |
|   | 7. Conduct pre-bid meeting with interested contractors / suppliers / consultants.  |   |
|   | 8. Schedule and organize meeting for the submission and opening of bids.  |   |
|   | 9. Prepare minutes of the meeting.  |   | *BAC Secretariat* BAC Office  |
|   | 10. Update supplemental Bid bulletin (to be posted in PhilGEPS at least 5 C.D. prior to deadline for submission of bids).  |   | *BAC Chair and Members* *Technical Working Group*  |
|   | ***After the pre-bid conference, prospective bidders prepare their bidding documents*** |   | 12 days   | *BAC Secretariat* BAC Office  |
|   | 11. Receive SEALED bidding documents from interested bidders marking the date and time they are accepted and logged.  |   | 1 day   | *BAC Chair and Members* *Technical Working Group*  |
|   | 12. Conduct opening of bids and bid evaluation.  |   |
|   | 13. Prepare minutes of the meeting.  |   | *BAC Secretariat* BAC Office |
|   | 14. Post-qualify the bidder with lowest calculated bid.  |   | 2 days  | *BAC Chair and Members* *Technical Working Group*  |
|   | 15. Recommend to the HOPE the award of contract to the bidder with the lowest calculated responsive bid.  |   | 3 days  |
|   | 16. Prepare minutes of the meeting.  |   | 1 day | *BAC Secretariat* BAC Office |
|   | 17. Approve the Resolution / Issue the Notice of award.  |   | 3 days | *HOPE*  |
|   | 18. Contract Preparation and Signing.  |   | 3 days | *HOPE**BAC**BAC Secretariat* |
|   | 19. Approval of contract of Higher Authority.  |   | 3 days | *HOPE* |
|   | 20. Issue the Notice to Proceed.  |   | 3 days | *Supply Office* |
|   | 21. Post the Notice of Award in PhilGEPS.  |   | 1 day | *BAC Secretariat* BAC Office |
|   | 22. Post the Notice to Proceed and the approved contract in PhilGEPS.  |   |
| **Total:**  |  | **42 days**  |   |

*The “processing time” was changed to “processing day” due to the impossibility of quantifying in minutes the procurement stages. However, the law has determined the minimum and maximum period to conduct each stage.*

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## 2. GOVERNMENT PROCUREMENT – NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT)

Procurement of Goods, Infrastructure Projects and Consulting Services

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| --- | --- |
| **Office or Division:**  | Bids and Awards Committee and The Secretariat  |
| **Classification:**  | Highly Technical  |
| **Type of** **Transaction:**  | G2B - Government to Business Entity G2G - Government to Government |
| **Who may Avail:**  | All end-user of purchase request  |
| **Checklist of Requirements**  | **Where to Secure**  |
| Doc. 1 – Purchase Request  | Supply Office  |
| Doc. 2 – Earmarked Purchase Request  | Budget Office  |
| Doc. 3 - PPMP  | Office of Purchase Request / End-user  |
| **Client Steps**  | **Agency Action**  | **Fees to be Paid**  | **Processing Day**  | **Person Responsible**  |
| 1. Client submits the properly earmarked purchase request  | 1. Receive approved and earmarked Purchase Request.  | None | 1 day   | *BAC Secretariat*BAC Office |
|   | 2. Evaluate technical specifications of goods/services/infrastructure projects. If technical specifications are incorrect, PRs shall be returned to the end-users.  | None |
|  | 3. Prepare the Request for Quotation. | None | 1 day |
|  | 4. Except for those with ABCs equal to Fifty Thousand Pesos (50,000.00) and below, 50k and above the RFQs shall be posted for a period of three (3) calendar days in the PhilGEPS website, website of the Procuring Entity, if available, and at any conspicuous place reserved for this purpose in the premises of the Procuring Entity.  | None | 3 days |
|   | 5. Send the RFQs to at least three (3) suppliers of known technical, legal and financial qualifications. | None | 3 days |
|  | 6. Retrieve the Request for Quotation.  | None | 1 day |
|   | 7. Evaluate the Request for Quotations through a meeting.  | None | 1 day | *BAC Chair and* *Members* BAC Office  |
|   | 8. Prepare and route the Abstract of Quotation and Resolution for signing of BAC members. | None | 3 days | *BAC Secretariat*BAC Office |
|   | 9. Recommend to HOPE to award the Contract to Lowest Responsive Bidder. | None | 3 days | *BAC Chair and* *Members* BAC Office  |
|   | 10. Prepare Minutes of the Meeting.  | None | 1 day | *BAC Secretariat*BAC Office |
|   | 11. Transmit the Abstract of Quotation to Supply office. | None | 1 day |
| **Total:**  |   | **18 days**  |   |

## 3. GOVERNMENT PROCUREMENT – NEGOTIATED PROCUREMENT (AGENCY-TO-AGENCY)

Procurement of Goods, Infrastructure Projects and Consulting Services

|  |  |
| --- | --- |
| **Office or Division:**  | Bids and Awards Committee and The Secretariat  |
| **Classification:**  | Highly Technical  |
| **Type of** **Transaction:**  | G2B - Government to Business Entity G2G - Government to Government |
| **Who may Avail:**  | All end-user of purchase request  |
| **Checklist of Requirements**  | **Where to Secure**  |
| Doc. 1 – Purchase Request  | Supply Office  |
| Doc. 2 – Earmarked Purchase Request  | Budget Office  |
| Doc. 3 - PPMP  | Office of Purchase Request / End-user  |
| **Client Steps**  | **Agency Action**  | **Fees to be Paid**  | **Processing Day**  | **Person Responsible**  |
| 1. Client submits the properly earmarked purchase request  | 1. Receive approved and earmarked Purchase Request.  | None | 1 day   | *BAC Secretariat*BAC Office |
|   | 2. Evaluate technical specifications of goods/services/infrastructure projects. If technical specifications are incorrect, PRs shall be returned to the end-users.  | None |
|  | 3. Prepare and route Resolution to BAC members for signature. | None | 1 day  |
|  | 4. Prepare the Request for Quotation or pro-forma invoice. | None | 2 days |
|  | 5. Send the RFQ to the Servicing Agency. | None |
|  | 6. Retrieve the Request for Quotation. | None |
|  | 7. Recommend to HOPE to award the contract in favor of the agency. | None | 3 days | *BAC Chair and**Members*BAC Office |
|  | 8. Transmit the procurement documents to Supply office. | None | 1 day | *BAC Secretariat*BAC Office |
| **Total:**  |   | **8 days**  |   |

## 4. GOVERNMENT PROCUREMENT – SHOPPING [SECTION 52.1 (a)]

Procurement of Goods, Infrastructure Projects and Consulting Services

|  |  |
| --- | --- |
| **Office or Division:**  | Bids and Awards Committee and The Secretariat  |
| **Classification:**  | Highly Technical  |
| **Type of** **Transaction:**  | G2B - Government to Business Entity G2G - Government to Government |
| **Who may Avail:**  | All end-user of purchase request  |
| **Checklist of Requirements**  | **Where to Secure**  |
| Doc. 1 – Purchase Request  | Supply Office  |
| Doc. 2 – Earmarked Purchase Request  | Budget Office  |
| Doc. 3 - PPMP  | Office of Purchase Request / End-user  |
| **Client Steps**  | **Agency Action**  | **Fees to be Paid**  | **Processing Day**  | **Person Responsible**  |
| 1. Client submits the properly earmarked purchase request  | 1. Receive approved and earmarked Purchase Request.  | None | 1 day   | *BAC Secretariat*BAC Office |
|   | 2. Evaluate technical specifications of goods/services/infrastructure projects. If technical specifications are incorrect, PRs shall be returned to the end-users.  | None |
|  | 3. Prepare and route Resolution to BAC members for signature. | None | 1 day |
|  | 4. Prepare the Request for Quotation. | None |
|  | 5. Send the RFQs to at least one (1) supplier of known technical, legal and financial qualifications. | None | 1 day |
|  | 6. Retrieve the Request for Quotation. | None |
|  | 7. Prepare and route the Abstract of Quotation for signing of BAC members. | None | 1 day |
|  | 8. Recommend to HOPE to award the Contract to Lowest Responsive Bidder. | None | *BAC Chair and**Members*BAC Office |
|   | 10. Transmit the Abstract of Quotation to Supply office. | None | *BAC Secretariat*BAC Office |
| **Total:**  |   | **4 days**  |   |

## 5. GOVERNMENT PROCUREMENT – SHOPPING [SECTION 52.1 (b)]

Procurement of Goods, Infrastructure Projects and Consulting Services

|  |  |
| --- | --- |
| **Office or Division:**  | Bids and Awards Committee and The Secretariat  |
| **Classification:**  | Highly Technical  |
| **Type of** **Transaction:**  | G2B - Government to Business Entity G2G - Government to Government |
| **Who may Avail:**  | All end-user of purchase request  |
| **Checklist of Requirements**  | **Where to Secure**  |
| Doc. 1 – Purchase Request  | Supply Office  |
| Doc. 2 – Earmarked Purchase Request  | Budget Office  |
| Doc. 3 - PPMP  | Office of Purchase Request / End-user  |
| **Client Steps**  | **Agency Action**  | **Fees to be Paid**  | **Processing Day**  | **Person Responsible**  |
| 1. Client submits the properly earmarked purchase request  | 1. Receive approved and earmarked Purchase Request.  | None | 1 day | *BAC Secretariat*BAC Office |
|   | 2. Evaluate technical specifications of goods/services/infrastructure projects. If technical specifications are incorrect, PRs shall be returned to the end-users.  | None |
|  | 3. Prepare the Request for Quotation. | None | 1 day |
|  | 4. Except for those with ABCs equal to Fifty Thousand Pesos (50,000.00) and below, RFQs shall be posted for a period of three (3) calendar days in the PhilGEPS website, website of the Procuring Entity, if available, and at any conspicuous place reserved for this purpose in the premises of the Procuring Entity.  | None | 3 days |
|   | 5. Send the RFQs to at least three (3) suppliers of known technical, legal and financial qualifications. | None | 3 days |
|  | 6. Retrieve the Request for Quotation.  | None | 1 day | *BAC Secretariat*BAC Office |
|   | 7. Evaluate the Request for Quotations through a meeting.  | None | 1 day | *BAC Chair and* *Members* BAC Office  |
|   | 8. Prepare and route the Abstract of Quotation and resolution (50k above) for signing of BAC members. | None | 2 days | *BAC Secretariat*BAC Office |
|   | 9. Recommend to HOPE to award the Contract to Lowest Responsive Bidder. | None | 3 days | *BAC Chair and* *Members* BAC Office  |
|   | 10. Prepare Minutes of the Meeting.  | None | 1 day | *BAC Secretariat*BAC Office |
|   | 11. Award the contract to Lowest Responsive Bidder and Approve the contract - Abstract of Quotation.  | None | 1 day | *HOPE*  |
|  | 12. Transmit the Abstract of Quotation to Supply office. | None | 1 day | *BAC Secretariat*BAC Office |
| **Total:**  |  | **18 days**  |   |

## 6. GOVERNMENT PROCUREMENT – DIRECT CONTRACTING

Procurement of Goods, Infrastructure Projects and Consulting Services

|  |  |
| --- | --- |
| **Office or Division:**  | Bids and Awards Committee and The Secretariat  |
| **Classification:**  | Highly Technical  |
| **Type of** **Transaction:**  | G2B - Government to Business Entity G2G - Government to Government |
| **Who may Avail:**  | All end-user of purchase request  |
| **Checklist of Requirements**  | **Where to Secure**  |
| Doc. 1 – Purchase Request  | Supply Office  |
| Doc. 2 – Earmarked Purchase Request  | Budget Office  |
| Doc. 3 - PPMP  | Office of Purchase Request / End-user  |
| **Client Steps**  | **Agency Action**  | **Fees to be Paid**  | **Processing Day**  | **Person Responsible**  |
| 1. Client submits the properly earmarked purchase request  | 1. Receive approved and earmarked Purchase Request.  | None | 1 day   | *BAC Secretariat*BAC Office |
|   | 2. Evaluate technical specifications of goods/services/infrastructure projects. If technical specifications are incorrect, PRs shall be returned to the end-users.  | None |
|  | 3. Prepare and route Resolution to BAC members for signature. | None | 1 day  |
|  | 4. Prepare the Request for Quotation or pro-forma invoice. | None | 2 days |
|  | 5. Send the RFQ to the identified direct supplier of known technical, legal and financial qualifications. | None |
|  | 6. Retrieve the Request for Quotation. | None |
|  | 7. Recommend to HOPE to award the contract in favor of the supplier. | None | 3 days | *BAC Chair and**Members*BAC Office |
|  | 8. Award the contract to Lowest Responsive Bidder and Approve the contract - Abstract of Quotation.  | None | 1 day | *HOPE*  |
|  | 9. Transmit the Abstract of Quotation to Supply office. | None | 1 day | *BAC Secretariat*BAC Office |
| **Total:**  |   | **9 days**  |   |

## 7. GOVERNMENT PROCUREMENT – REPEAT ORDER

Procurement of Goods, Infrastructure Projects and Consulting Services

|  |  |
| --- | --- |
| **Office or Division:**  | Bids and Awards Committee and The Secretariat  |
| **Classification:**  | Highly Technical  |
| **Type of** **Transaction:**  | G2B - Government to Business Entity G2G - Government to Government |
| **Who may Avail:**  | All end-user of purchase request  |
| **Checklist of Requirements**  | **Where to Secure**  |
| Doc. 1 – Purchase Request  | Supply Office  |
| Doc. 2 – Earmarked Purchase Request  | Budget Office  |
| Doc. 3 - PPMP  | Office of Purchase Request / End-user  |
| **Client Steps**  | **Agency Action**  | **Fees to be Paid**  | **Processing Day**  | **Person Responsible**  |
| 1. Client submits the properly earmarked purchase request  | 1. Receive approved and earmarked Purchase Request.  | None | 1 day   | *BAC Secretariat*BAC Office |
|   | 2. Review the PR and recommend to the HOPE the award of contract in favor of the previous winning bidder.  | None |
|  | 3. Prepare and route Resolution to BAC members for signature. | None | 3 days  |
|  | 4. Recommend to HOPE to award the contract in favor of the previous winning bidder. | None | 3 days | *BAC Chair and**Members*BAC Office |
|  | 5. Transmit the Abstract of Quotation to Supply office. | None | 1 day | *BAC Secretariat*BAC Office |
| **Total:**  |   | **8 days**  |   |