



**BAC/Procurement Office**  
**External Services**



# 1. PROCEDURES FOR PROCUREMENT OF INFRASTRUCTURE PROJECTS

<b>Office or Division:</b>	Procurement Unit (BAC)			
<b>Classification:</b>	Simple, Complex			
<b>Type of Transaction:</b>	G2G – Government to Government, G2B Government to Business,			
<b>Who may avail:</b>	All Business Owners, Authorize Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• PHILGEPS Certificate of Registration and Membership</li> <li>• Registration Certificate (SEC/DTI &amp; BIR)</li> <li>• Mayor's Permit</li> <li>• Tax Clearance</li> <li>• Philippine Contractor's Accreditation Board (PCAB) License and Registration</li> <li>• Bids Security as to form, amount and validity period</li> <li>• Audited Financial Statements</li> <li>• NFCC Computation or committed Line of Credit</li> <li>• Statement of All Ongoing Government and Private Contracts</li> <li>• Statement of SLCC</li> <li>• Technical Specifications</li> <li>• Omnibus Sworn Statements in Accordance with section 25.3 of the IRR of RA 9184</li> <li>• BID Form</li> <li>• BID Price Schedule/Bill of Quantities</li> <li>• Cash Flow and Payment Schedule</li> </ul>		<ul style="list-style-type: none"> <li>• Technical Specifications               <ol style="list-style-type: none"> <li>1. Construction Schedule in PERT CPM</li> <li>2. Manpower Schedule</li> <li>3. Construction Methods</li> <li>4. Equipment Utilization Schedule</li> <li>5. Affidavit of Site Inspection</li> <li>6. Construction Safety and Health Program approved by the DOLE</li> <li>7. Affidavit of Availability of Equipment &amp; Key Personnel</li> <li>8. Site Inspection Certificate</li> </ol> </li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Checking and Verifying of Purchase Request base on APP	1. Purchase Request on Complete Specification at ABC	None	1 hour	<i>Procurement Staff</i> <b>PROCUREMENT OFFICE</b>
2. Approval of Purchase Request by the Authorize personnel	2. Purchase Request	None	Within a day	<i>Head of Procuring Entity</i> <b>LCE (M.O)</b>
3. Processing of Approved Purchase Request using Public Bidding Method	3. Approved Purchase Request (Bidding documents)	(100,000-500,000)- Php 500.00  (500,000-1,000,000) - Php 1,000.00	Infrastructure: 26-156 days	<b>BAC, TWG, BAC Secretariat</b> <b>BAC OFFICE</b>  <i>Accounting Staff</i> <b>M.A OFFICE</b>



		(1,000,000 - 5,000,000) - Php 5,000		
		(5,000,001 - 10,000,00 1)- Php 10,000.00		
4. Pre-Procurement Conference			1 day	<i>BAC Secretariat, BAC, TWG BAC OFFICE</i>
5. Posting of Advertisement/Invitation to Bid/Request for Expression of Interest			7 days	<i>Procurement Head/BAC Secretariat BAC OFFICE</i>
6. Pre-Bid Conference			1-30 days	<i>BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE</i>
7. Deadline on Submission of Bids/Bid Opening			1 day (45 CD)	<i>Procurement Staff PROCUREMENT OFFICE</i>
8. Bid Evaluation			1-7 days	<i>BAC, TWG, BAC Secretariat BAC OFFICE  Procurement Staff PROCUREMENT OFFICE</i>
9. Post Qualification			2-45 days	<i>BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE</i>



10. Approval of BAC Resolution/Issuance of Notice of Award			1-15 days	BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE
11. Contract Preparation and Signing			1-10 days	BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE
12. Issuance of Notice to Proceed			1-7 days	Supplier & Procurement Staff PROCUREMENT OFFICE
<b>TOTAL</b>			<b>156 Days</b>	

#### FEES FOR BUYING OF BIDDING DOCUMENTS:

100,000.00 - 500,000.00	Php 500.00
500,001.00 - 1,000,000.00	Php 1,000.00
1,000,001.00 - 5,000,000.00	Php 5,000.00
5,000,001.00 - 10,000,000.00	Php 10,000.00

## 2. PROCEDURES FOR PROCUREMENT OF MEDICINES

<b>Office or Division:</b>	Procurement Unit (BAC)
<b>Classification:</b>	Simple, Complex
<b>Type of Transaction:</b>	G2G – Government to Government, G2B Government to Business,
<b>Who may avail:</b>	All Business Owners, Authorize Representative
<b>CHECKLIST OF REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• PHILGEPS Certificate of Registration and Membership</li> <li>• Registration Certificate (SEC/DTI &amp; BIR)</li> <li>• Mayor's Permit</li> <li>• Tax Clearance</li> <li>• Manpower Schedule</li> <li>• NFCC Computation or committed Line of Credit</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Specifications               <ol style="list-style-type: none"> <li>1. Productions/Delivery Schedule, Manpower</li> <li>2. Requirements and or after-sales service/ parts if applicable.</li> </ol> </li> </ul>



<ul style="list-style-type: none"> <li>• Statement of All Ongoing Government and Private Contracts</li> <li>• Statement of SLCC</li> <li>• Technical Specifications</li> <li>• Omnibus Sworn Statements in Accordance with section 25.3 of the IRR of RA 9184</li> <li>• BID Form</li> <li>• BID Price Schedule</li> <li>• Other Financial Information /Documents as specified in the PBDS             <ol style="list-style-type: none"> <li>1. the prospective bidders audited financial statements</li> <li>2. Certificate of Good Manufacturing Practice (CGMP)</li> <li>3. Certificate of Product Registration</li> <li>4. Batch Release Certificate from FDA</li> <li>5. If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an unauthorized.</li> </ol> </li> </ul>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Checking and Verifying of Purchase Request base on APP	1. Purchase Request on Complete Specification at ABC	None	1 hour	<i>Procurement Staff PROCUREMENT OFFICE</i>
2. Approval of Purchase Request by the Authorize personnel	1. Purchase Request	None	Within a day	<i>Head of Procuring Entity LCE (M.O)</i>
3. Processing of Approved Purchase Request using Public Bidding Method	1. Approved Purchase Request  (Bidding documents)	(100,000-500,000)- Php 500.00  (500,000-1,000,000) - Php 1,000.00  (1,000,000 - 5,000,000) - Php 5,000  (5,000,001 - 10,000,001)- Php 10,000.00	Medicines: 36-180 days	<i>BAC, TWG, BAC Secretariat BAC OFFICE  Accounting Staff M.A OFFICE</i>



4. Pre-Procurement Conference			1 day	<i>BAC Secretariat, BAC, TWG BAC OFFICE</i>
5. Posting of Advertisement/Invitation to Bid/Request for Expression of Interest			7 days	<i>Procurement Head/BAC Secretariat BAC OFFICE</i>
6. Pre-Bid Conference			1 day (7 days after Philgeps Posting)	<i>BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE</i>
7. Deadline on Submission of Bids/Bid Opening			1 day (12 days after Pre Bid Conference)	<i>Procurement Staff PROCUREMENT OFFICE</i>
8. Bid Evaluation			1-7 days	<i>BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE</i>
9. Post Qualification			2-45 days	<i>BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE</i>
10. Approval of BAC Resolution/Issuance of Notice of Award			1-15 days	<i>BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE</i>



11. Contract Preparation and Signing			1-10 days	BAC, TWG, BAC Secretariat BAC OFFICE,  Procurement Staff PROCUREMENT OFFICE
12. Issuance of Notice to Proceed			1-7 days	Supplier & Procurement Staff PROCUREMENT OFFICE
<b>TOTAL</b>			<b>180 Days</b>	

**FEES FOR BUYING OF BIDDING DOCUMENTS:**

100,000.00 - 500,000.00	Php 500.00
500,001.00 - 1,000,000.00	Php 1,000.00
1,000,001.00 - 5,000,000.00	Php 5,000.00
5,000,001.00 - 10,000,000.00	Php 10,000.00

**3. SMALL VALUE PROCUREMENT**

SMALL VALUE PROCUREMENT (Negotiated Procurement) - Where the procurement does not fall under Shopping in Section 52 of the Revised IRR of RA 9184 and the amount involved does not exceed the thresholds prescribed.

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<b>Who may avail:</b>	All Authorize Representative
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Copy of the Approved Annual Procurement Plan</li> <li>• BAC Resolution recommending the alternative method of procurement: Small Value Procurement , duly approved by the HOPE</li> <li>• Analysis leading to the conclusion that the amounts involved are within the threshold provided in Annex "H" of the Revised IRR of RA 9184</li> <li>• Evidences to support that procurement does not fall under Shopping in Section 52 of the IRR</li> </ul>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Checking and Verifying of Purchase Request submitted base on APP	1. Purchase Request with complete specification at ABC	None	10 min.	<i>Procurement Staff</i> PROCUREMENT OFFICE
2. Approval of Purchase Request by the Authorize Personnel	1. Purchase Request	None	1 day	<i>Head of Procuring Entity</i> LCE (M.O)
3. Prepare Request for quotation of the approved Purchase Request	1. Request for Quotation Form	None	10 min.	<i>Procurement Staff</i> PROCUREMENT OFFICE
4. Quotation Form for signature of the Authorize Personnel	1. Quotation Form	None	10 min.	<i>Procurement Staff</i> PROCUREMENT STAFF
5. Canvassed the Quotation of the said Procurement	1. Quotation Form	None	1 day	<i>Procurement Staff</i> PROCUREMENT OFFICE
6. Prepare Purchase Order of the lowest calculated quotation	1. Purchase Order	None	10 min.	<i>Procurement Staff</i> PROCUREMENT OFFICE
7. Approval of Purchase Order by the Authorize personnel	1. Purchase Order	None	1 day	<i>Head of Procuring Entity</i> LCE (M.O)
8. Inspection and Acceptance of the deliveries made by the supplier with the lowest calculated quotation	1. Delivery Receipt	None	1 day	<i>LCRO III</i> TREASURERS OFFICE MTO
<b>TOTAL</b>			<b>4 Days &amp; 30 Mins.</b>	