Guidebook for

R&D PROCUREMENT


OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
University of the Philippines
A Guidebook for Research and Development (R&D) Procurement was developed in June 2015 as an orientation manual for research project proponents on the terms and reference of the Procurement Process as mandated by the Implementing Rules and Regulations of the Republic Act 9184 also known as Government Procurement Reform Act. The Guidebook also serves as a technical assistance provision on the preparation of cost estimates for equipment, analytic services and consumable items, to the inclusion of other surcharges. The significance of understanding the proper budget preparation, the technical specifications of the items to be procured, as well as the process of procurement is envisioned to keep in track the project implementation timeframe by the institution.
# Table of Contents

1. The Budget Preparation Diagram 3

2. Frequently-Asked Questions 4

3. The Proposed Project Budget 6

4. The Project Procurement Management Plan 12
   4.1. Definition and Significance 12
   4.2. Inclusion in the Project Procurement Management Plan 13
   4.3. The Project Procurement Management Plan Form 14
   4.4. The Interconnection between Research Proponents’ PPMP and the UP APP 15
   4.5. Attachment to the PPMP: Technical Specification 16
   4.6. Attachment to the PPMP: Purchase Request Form 19
   4.7. The Procurement Monitoring Report Form 20

5. The Government Procurement Policy Board 21
   5.1. Functions 21
   5.2. GPPB Portal and Timeline 22

6. The Procurement Process as Mandated by IRR of RA 9184 23
   6.1. Definition 23
   6.2. Modes of Procurement and Processes 23
   6.3. Procurement Requirements Checklist 29
   6.4. Philippine Government Electronic Procurement System 34
   6.5. The Bids and Awards Committee 36
   6.6. Sample Actual Process of Local / International Purchase 38
   6.7. Period of Action on Procurement Activities 39
1. The Budget preparation Diagram

Start

Writing of the Line-Item Budget with the cost of equipment, technical specifications and surcharges (i.e., freight cost, maintenance fee, etc.)

Security on the availability of suppliers (i.e., if the supplier is a locally-based or a foreign supplier)

Depending on the cost of the equipment, mode of procurement should be determined

Determination of the mode of procurement and the requirements checklist for each

End

PPMP to be included in the budget planning and making of the Annual Procurement Plan by the agency’s Supply and Property Management Office

Preparation of the Project Procurement Management Plan (PPMP) by the procuring entity
2. Frequently Asked Questions

1. What is the government rule on budget preparation and procurement process?

Since research proponents have sought for a research project funding from the University of the Philippines System which by its nature is a public fund, they will automatically be under the scrutiny of government accountability, hence the necessity of abiding by the rules and procedures for a rightful utilization of the fund as provided by the Republic Act 9184 also known as the Government Procurement Reform Act of 2002.

Refer to the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184 through the link: www.gppb.gov.ph/laws/laws/RevisedIRR.RA9184.pdf

2. Why is line-item budget important in a project proposal?

In a research project, a Line-item budget serves a significant role in its implementation because it determines how much budget is needed by the research proponent/grantee to execute a particular project on a definite timeframe. Also, it serves an integral part for the institution (in this case, the University of the Philippines) to incorporate the budgetary requirements from its research proponents/entities on its budget planning and making of its Annual Procurement Plan (APP) as required by the Department of Budget and Management (BDM) by the national government.

Refer to Section 7: Procurement Planning and Budgeting Linkage, Rule II of the Revised IRR of RA 9184
3. How can RA 9184 be applied on the budget preparation of the project proposal?

The Republic Act 9184 contains all the procedures that will govern the utilization of the fund granted to the proponents, in view of this fact, any procurement that will be done in accordance to the implementation requirements of the whole project will undergo a competitive public bidding or other mode of procurement as what the project necessitates. In view thereof, all documentary requirements provided by the funding institution (in this case, the University of the Philippines) should be complied by the research proponents.

Refer to Section 3: Governing Principles on Government Procurement, Rule I of the Revised IRR of RA 9184
3. The Proposed Project Budget

THINGS TO CONSIDER IN BUDGET PREPARATION

1. Components of a line-item budget on equipment:

   Please note that the budget for equipment/consumables includes the following:

   a) cost of equipment
   The cost of equipment is the item’s purchase price, or historical cost, plus other initial costs related to acquisition and asset use.¹

   b) freight rate and taxes
   Price charges by transportation carrier for moving an item or commodity from point A to point B. Actual amount charged varies based on weight of object being moved, type of commodity being moved, and distance traveled.²

   b.1.) For imported goods, the Bureau of Customs, Department of Finance (DOF) provides a functional online tax computation in order to determine the cost upon transfer of the equipment from its point of origin to the country. Please visit the website: www.customs.gov.ph

   The online portal for the Tax Computation will be shown in the next page.

² Source: http://www.businessdictionary.com/definition/freight-rate.html
b.2.) tax exemption
The default option will always be local suppliers and in cases wherein two-failed biddings occurred and the act necessitates for a direct contracting as mandated by Section 50, Rule XVI of the Revised IRR of RA9184, the University of the Philippines (UP) will facilitate the request for Certificate of Tax Exemption with the DOF.

c) delivery charge
A fee paid by the customer for the delivery of a purchased product, collected by the parcel service, the company, or both.⁴

³ Source: http://customs.gov.ph/tax-computation/
⁴ Source: http://www.businessdictionary.com/definition/delivery-charge.html
d) maintenance cost
The costs incurred to keep an item in good condition and/or good working order. When purchasing an item that requires upkeep, consumers should consider not just the initial price tag, but also the item’s ongoing maintenance expenses.5

e) brokerage fee / commission
A fee charged by an agent, or agent’s company to facilitate transactions between buyers and sellers. The brokerage fee is charged for services such as negotiations, sales, purchases, delivery or advice on the transaction.6

f) storage charge
Commerce: Amount charged to store goods in transit at the point of origin, destination and ports of entry during the transport. Storage charges are also assessed by companies who are in the business of renting storage space.7

g) customs duties
Tariffs or taxes payable on merchandise imported or exported from one country to another.8

Note:
The Bureau of Customs (Department of Finance) provides an online portal named as Philippine Tariff Finder (PTF) (website: http://www.tariffcommission.gov.ph) that houses all eight existing tariff schedules of the Philippines. The PTF aims to provide quicker access to crucial information resource necessary for Philippines businesses to prosper in a flat, highly competitive world. (Source: www.customs.gov.ph)

5 Source: http://www.investopedia.com/terms/m/maintenance-expenses.asp
6 Source: http://www.investopedia.com/terms/b/brokerage-fee.asp
7 Source: http://www.businessdictionary.com/definition/storage-charge.html
8 Source: http://legal-dictionary.thefreedictionary.com/Customs+Duties
The Philippine Tariff Finder portal

Welcome to the Philippine Tariff Finder.

This facility is intended to help you search for Philippine tariff rates on products of your interest. All eight (8) Philippine tariff schedules can be accessed through this facility, namely:

1. Most Favoured Nation (MFN)
2. ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)
3. ASEAN-China Free Trade Area (ACFTA)
4. ASEAN-India Free Trade Area (AIFTA)
5. ASEAN-Japan Comprehensive Economic Partnership Agreement (AJCEPA)
6. ASEAN-Korea Free Trade Area (AKFTA)
7. ASEAN Trade in Goods Agreement (ATIGA)
8. Philippines-Japan Economic Partnership Agreement (PJEP)

To make the best use of this facility, please click on the How To’s tab for more information.

Source: http://finder.tariffcommission.gov.ph/
h) PITC fee (only if equipment will be procured through the PITC)

![PITC logo](http://www.pitc.gov.ph/index.php/procurement)

Since the year 2000, we have been actively partnering with various government agencies in their procurement process and programs. We efficiently facilitate the procurement of numerous government requirements — from environment technologies and equipment, air, land, and water transportation, information and technology infrastructure, software, and hardware, defense equipment and supplies, to infrastructure development — following RA 9184.

i) bank fees

A bank charge can result from the account holder not maintaining a minimum balance, for overdrafts, or from any of a wide variety of other banking activities and actions. Also called bank fee.

j) exchange-rate fluctuations

According to *Section 61.4, Rule XIX of the Revised IRR of RA 9184*, should the procuring entity receive bids denominated in foreign currency, the same shall be converted to Philippine currency based on the exchange rate prevailing on the day of the bid opening for purposes of bid comparison and evaluation.

---


What is inside the PITC Procurement page?

Reminder:
Procuring entities should maximize the use of government portals/websites such as the PTF and PITC, which contains a listing of potential suppliers and manufacturers, so as to keep track of the procurement timeline and to facilitate an easier determination of the equipment's availability in the market.

---

4. The Project Procurement Management Plan

4.1 DEFINITION AND SIGNIFICANCE

Project Procurement Management Plan (PPMP) refers to the procurement plan of a specific program/project/activity (PAP) of the agency of which the procuring entity (the research proponents) should be preparing along with the project’s Line-item budget.

The significance of which is for the agency to include the procurement of equipment for research and development in the Annual Procurement Plan (APP) and will have an allocation in the budget plan.

Annual Procurement Plan (APP) refers to the requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities (i.e., goods, services, civil works to be procured) that it plans to undertake within the calendar year, as follows:

a) Name of the procurement program/project;
b) Project management office or end-user unit;
c) General description of the procurement;
d) Procurement method to be adopted;
e) Time schedule for each procurement activity;
f) Source of fund; and,
g) Approved budget for the contract.

---

4.2 INCLUSION IN THE PPMP

The end-user units of the procuring entity shall prepare their respective PPMP for their different programs, activities, and projects (PAPs). The PPMP shall include:

a) Information on whether PAPs will be contracted out, implemented by administration in accordance with;

b) The guidelines issued by the GPPB, or consigned;

c) The type and objective of contract to be employed;

d) The extent/size of contract scopes/packages;

e) The procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced;

f) The time schedule for each procurement activity and for the contract implementation; and

g) The estimated budget for the general components of the contract.  
(Paragraph 7.3.2, Section 7, Rule II of the IRR of RA 9184)

Reminder:
The submission by the procuring entity of PPMP along with its inclusions stated above is a mandatory for it will be part of the Annual Procurement Plan (APP) of the institution. Failure of compliance nor late submission would mean a delay in the budget planning and procurement process and will affect the implementation period of the project in general.
### 4.3 THE PPMP FORM TO BE ACCOMPLISHED AND SUBMITTED BY THE RESEARCH PROPONEENT

**UNIVERSITY OF THE PHILIPPINES SYSTEM**

*Office of the Vice President for Academic Affairs (OVPA)*

*Emerging Interdisciplinary Research (EIDR)*

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

<table>
<thead>
<tr>
<th>Code</th>
<th>General Description</th>
<th>Quantity/Size</th>
<th>Estimated Budget</th>
<th>Schedule/Milestone of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jan</td>
</tr>
</tbody>
</table>

**NOTE:** Technical Specifications for each item/project being proposed shall be submitted as part of the PPMP

Prepared By:  

Submitted By:  

______________  

______________  

Project Leader  

Reprinted with Permission from the University of the Philippines Diliman Supply and Property Management Office
4.4 THE INTERCONNECTION BETWEEN RESEARCH PROPONENTS’ PPMP AND THE UP APP

Research proponents’ PPMP to be consolidated by the respective Academic units (e.g. Institute of Biology, Institute of Chemistry) depending on the nature of the project.

Inter-college consolidation and making of college-level Annual Procurement Plan (APP) (i.e. APP of UP College of Science from the consolidated PPMPs of research proponents).

All UP colleges’ APP will be consolidated by UPD-Supply and Property Management Office.

Research proponents’ PPMP
4.5 ATTACHMENT TO PPMP: TECHNICAL SPECIFICATIONS FORM

In preparing for the budget, a detailed technical specifications form on every equipment to be procured should be accomplished as required attachments to the project’s PPMP to be submitted by the research proponents.

sample form:

<table>
<thead>
<tr>
<th>BID FORM</th>
<th>(TECHNICAL SPECIFICATIONS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVPAA EIDR Project Title:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUIRED SPECIFICATIONS</td>
<td>OFFERED SPECIFICATIONS</td>
</tr>
<tr>
<td>9 units Branded Laptop</td>
<td></td>
</tr>
<tr>
<td>1 Processor: at least 2nd Generation Intel Core i3 processor</td>
<td></td>
</tr>
<tr>
<td>2 Display: 13” to 14” High Deﬁnition wide LED</td>
<td></td>
</tr>
<tr>
<td>3 Memory: at least 4GB DDR3</td>
<td></td>
</tr>
<tr>
<td>4 HDD: at least 500GB SATA</td>
<td></td>
</tr>
<tr>
<td>5 Graphics: at least 1GB Video Card</td>
<td></td>
</tr>
<tr>
<td>6 DVD Super MultiBurner, HDMI</td>
<td></td>
</tr>
<tr>
<td>7 with at least Two (2) USB 3.0 and One (1) USB 2.6 ports:</td>
<td></td>
</tr>
<tr>
<td>HDMI; Gigabit LAN, Bluetooth and 5-in-1 card reader</td>
<td></td>
</tr>
<tr>
<td>8 Operating System: Genuine Windows 7 Professional 64-bit or latest version</td>
<td></td>
</tr>
<tr>
<td>for compatibility with existing programs: media kit included</td>
<td></td>
</tr>
<tr>
<td>Office Productivity Software: Genuine Windows ofﬁce suite professional</td>
<td></td>
</tr>
<tr>
<td>for compatibility with existing programs: media kit included</td>
<td></td>
</tr>
<tr>
<td>Accessories with internet security capability</td>
<td></td>
</tr>
<tr>
<td>11 Warranty: at least 1 year on parts and services</td>
<td></td>
</tr>
<tr>
<td>12 Delivery: within Thirty (30) days upon receipt of Purchase Order</td>
<td></td>
</tr>
</tbody>
</table>

Note: Please fill up all applicable columns.

Signature of Representative
Name of Representative
Position
CU/ Campus
Address
Telephone/Fax/ E-mail
WRITING THE TECHNICAL SPECIFICATIONS FORM

As a significant part of the procurement process and integral to the making of PPMP by the proponents, technical specifications form should be written with the following considerations:

a) FUNCTION. The equipment/s that will be included in the making of the Line-item budget should be related and will be useful in the conduct of the project implementation in order to avoid disallowance in terms of its allocation. It is important that a separate sheet or annex in the project proposal will be entailed for the description of function of the equipment/items in connection to the implementation of the project.

b) DESCRIPTION. As part of the project's implementation process, writing of the specifications of the equipment to be purchased should be written in detail. For example, the quantity of the equipment/s, color, size, thickness and unit of measurements should be provided, and as what are being required in the project.

c) AVAILABILITY OF SUPPLIERS / MANUFACTURERS. The research proponents should secure the availability of suppliers / manufacturers of the equipment/s that are intended to be purchased for the project. There are separate requirements being provided for by RA 9184 if the supplier / manufacturer is a local or foreign corporation. Refer to Section 23 – Eligibility Requirements for the Procurement of Goods and Infrastructure Projects, Rule VIII of the Revised IRR of RA 9184. In addition, for some proponents who does not have an idea on the availability of supplier in the market, a listing of registered suppliers / manufacturers can be found in the website of the Philippine International Trading Corporation (PITC) as illustrated on the 9th page of this guidebook.

Reminder:
If foreign supplier/s are needed for the procurement, the research proponents should ensure that the foreign supplier/s should be registered under the Philippine Government Electronic Procurement System (PhilGEPS), otherwise it could not participate in the bidding process nor direct contracting as a mode of procurement.
d) REFERENCE TO BRAND NAMES. Section 18, Rule VI of the Revised IRR of RA9184 states that specifications for the procurement of goods shall be based on relevant characteristics and/or performance requirements, thus, reference to brand names shall not be allowed. This provision will further allow for a more competitive bidding from suppliers/manufacturers of the item/s to be purchased.

e) MARKET RESEARCH and PROMPTNESS. Writing of technical specifications should be based on a well-thought market research for a more tangible reference on the writing of the function and/or description of the equipment to be purchased. The use of internet and reading of current materials are convenient instruments in determining a detailed technical specifications. Also, while taking into account all of the abovementioned factors to be considered, time is of the essence from the preparation until the finalization of technical specifications in order to avoid the consequences of delays.

ILLUSTRATION:
4.6 ATTACHMENT TO PPMP: PURCHASE REQUEST FORM

After the completion of the forms on technical specifications, and after the bidding process (Refer to page 20 for the Procurement Process), the procuring entity should accomplish the purchase order form that will reflect the transaction between the procuring entity and the winning bidder for the equipment.

Sample form:

![Purchase Order Form]

---

Reprinted with Permission from the University of the Philippines Diliman Supply and Property Management Office
4.7 THE PROCUREMENT MONITORING REPORT FORM

The procurement monitoring report shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and the approval of the contract, including the standard and actual time for each major procurement activity. The procurement monitoring report shall be approved and submitted by the Head of the Procuring Entity to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester. (Paragraph 12.2, Section 12, Rule V of the IRR of RA 9184)

Sample form:

Reprinted with Permission from the University of the Philippines Diliman Supply and Property Management Office
5. The Government Procurement Policy Board

5.1 FUNCTIONS

The Government Procurement Policy Board (GPPB), as established in Section 63 of the Act, shall have the following duties and responsibilities:

a) To protect national interest in all matters affecting public procurement, having due regard to the country’s regional and international obligations;

b) To formulate and amend public procurement policies, rules and regulations, and amend, whenever necessary, this IRR;

c) To prepare a generic procurement manual and the standard bidding forms for procurement;

d) To ensure the proper implementation by Procuring Entities of the Act, this IRR and all other relevant rules and regulations pertaining to public procurement;

e) To establish a sustainable training program to develop the capacity of Government procurement officers and employees, and to ensure the conduct of regular procurement training programs by and for Procuring Entities; and

f) To conduct an annual review of the effectiveness of the Act and recommend any amendments thereto, as may be necessary.

g) The GPPB shall be under the administrative supervision of the DBM for general oversight and for budgeting purposes.

(Section 63, Rule XX of the IRR of RA 9184)

Reminder:
The GPPB is the authorized over-all administering body on the procurement process which means that all the provisions and procedures stated as the content of this guidebook should be in complete adherence so as to avoid legal liability nor sanctions from not following the rules of procurement.
5.2 The GPPB PROCUREMENT TIMELINE\textsuperscript{15}

\textsuperscript{15}Source: http://www.gppb.gov.ph/timelines/Goods/goods.html
6. The Procurement Process as Mandated by IRR of RA (Government Procurement Reform Act)

6.1 DEFINITION

Procurement. Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the procuring entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., goods, infrastructure projects, or consulting services, shall be determined based on the primary purpose of the contract. (Section 5, Rule I of the IRR of RA 9184)

6.2 MODES OF PROCUREMENT and PROCESSES

Competitive Bidding. Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. For purposes of, and throughout this IRR, the terms “Competitive Bidding” and “Public Bidding” shall have the same meaning and shall be used interchangeably. (Section 5, Rule I of the IRR of RA 9184)
1. **MODE: BIDDING (Less than 1 Million)**

- **END USER/REQUISITONER**
  - 1. Prepares and submits duly approved and funded PR
  - 2. Submit digital copy of the technical specification to SPMO

- **TECHNICAL WORKING GROUP**
  - Prepares Technical Specification

- **SPMO**
  - Prepares Invitation to apply for Eligibility and to Bid
  - Post Invitation in the PhilGEPS for (seven) 7 days

- **BIDS AND AWARDS COMMITTEE**
  - Approves/Disapproves

- **OVCA**
  - Approves/Disapproves

- **OFFICE OF THE CHANCELLOR**
  - Recommends Approval

- **Bidding**
  - Post Qualification/Evaluation
  - Prepares Notice of Award
  - a. Serves Notice of Award to Supplier;
  - b. Prepares and Signs Purchase Order up to P1M

- **Post Notice of Award to PhilGEPS**

- **Serves Purchase Order to Supplier**
2. MODE: BIDDING (1 Million and above)

END USER/REQUISITIONER

1. Prepares and submits duly approved and funded PR
2. Submit digital copy of the technical specification to SPMO

TECHNICAL WORKING GROUP

Prepares Technical Specification

SPMO

Prepares Invitation to apply for Eligibility and to Bid

BIDS AND AWARDS COMMITTEE

Pre- Bidding

OVCA

Approves/Disapproves

OFFICE OF THE CHANCELLOR

Approves Bid Bulletin

Serves Notice of Award to Supplier;

Prepares Notice of Award

Bids and signs PO from 2M to 25M

Recommends Approval and signs PO over 1 M to P2M

OVCA

Post Invitation in the PhilGEPS (on major publication for ABC more than 2 million)

Post Approved Bid Bulletin (at least seven days before the scheduled bidding

Post Notice of Award to PhilGEPS

Prepares Notice of Award

Prepares Bid Bulletin

End User/Requisitioner

Serves Purchase Order to Supplier

Reprinted with Permission from the University of the Philippines Diliman Supply and Property Management Office
3. MODE: DIRECT CONTRACTING (local and abroad)

Direct Contracting or single source procurement is a method of procurement of goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations. (Section 50, Rule XVI of the IRR of RA 9184)

---

Reprinted with Permission from the University of the Philippines Diliman Supply and Property Management Office
4. REPEAT ORDER

Repeat Order, when provided for in the Annual Procurement Plan (APP), is a method of procurement of goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding. (Section 51, Rule XVI of the IRR of RA 9184)
5. SHOPPING/SMALL VALUE PROCUREMENT/LEASE OF VENUE

Shopping is a method of procurement of goods whereby the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. (Section 52, Rule XVI of the IRR of RA 9184)
6.3 PROCUREMENT REQUIREMENTS CHECKLIST

1. FOR COMPETITIVE BIDDING under BIDS and AWARDS COMMITTEE (BAC)
   (TO BE PLACED IN ENVELOPE A)

BIDS AND AWARDS COMMITTEE
ABC: PHP XXX.XX.XX
Bidding for: ____________ Name of Item _______ (Bid No. XXX.XX) Day/Month/Year

Name of Company

<table>
<thead>
<tr>
<th>I. ELIGIBILITY REQUIREMENTS</th>
<th>REMARKS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS &quot;A&quot; DOCUMENTS</td>
<td></td>
</tr>
<tr>
<td>LEGAL DOCUMENTS</td>
<td></td>
</tr>
<tr>
<td>1. SEC/DTI CDA Registration</td>
<td></td>
</tr>
<tr>
<td>2. 2015 Mayor's Permit License</td>
<td></td>
</tr>
<tr>
<td>3. Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR)</td>
<td></td>
</tr>
</tbody>
</table>

TECHNICAL DOCUMENTS
4. Statement of all ongoing and completed government and private contracts for the last two (2) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. The contract the following:
   a. name of contract;
   b. date and period of contract;
   c. amount of contract and value of outstanding contracts;
   d. date of delivery/performace;
   e. end-user's acceptance or official receipts issued for the contract (if completed);
   f. copy of the contract.

The prospective bidder must have completed a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices must be at least fifty percent (50%) of the ABC.

However, the in the case of Expendable Supplies 1, said single contract must be at least twenty five percent (25%) of the ABC. Required: at least PhP XXX.XX.XX

FINANCIAL DOCUMENTS
5. Audited financial statements, showing, among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from bid submission.


CLASS "B" DOCUMENTS
7. Valid JVA if it is already in existence. In its absence, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance. Submit duly accomplished Joint Venture Form.

II. BID SECURITY 3

III. CONFORMITY WITH TECHNICAL SPECIFICATIONS
1. Technical Specifications (write down detailed offered specifications)
2. Manpower requirements (list names and designations); for equipment bidding, list down in-house technicians and maintenance personnel
3. Statement on the production/delivery schedule and procedure on how to proceed with the project
4. After-sales service/parts (state warranty, guarantee, etc.)

IV. NOTARIZED OMNIBUS SWEAR STATEMENT (see attached form)

POST QUALIFICATION (IF FOUND TO BE THE LOWEST BIDDER, PLEASE SUBMIT WITHIN 3 CALENDAR DAYS FROM RECEIPT OF NOTICE)

1. Income Tax Return and Business Tax Returns (VAT) covering previous six (6) months from bid submission
   Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.

2. Certificate of PhilEPS Registration

3. Registration with the BIR EFPS

4. Notarized Accomplished UP System Questionnaire for Prospective Bidders (please see attached form)

V. OTHER APPROPRIATE LICENSES AND PERMITS REQUIRED BY LAW AND STATED IN THE BIDDING DOCUMENTS

1. Expendable Supplies. Refer to articles which are normally consumed in use within one (1) year or converted in the process of manufacture or construction, or those having a life expectancy of more than one (1) year but which shall have decreased substantially in value after being put to use for only one (1) year (e.g. medicines, stationery, fuel and spare parts)

2. Section 23.5.1.4 provides that if the prospective bidder submits a computation of its NFCC, the NFCC must be at least equal to the ABC based on the given computation:
   \[ NFCC = [\{Current\ assets\ minus\ current\ liabilities\} \times K] \]
   minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.
   Where:
   \[ K = 10 \] for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for contract duration of more than two years.

<table>
<thead>
<tr>
<th>Form of Bid Security</th>
<th>Amount of Bid Security (Equal to Percentage of the ABC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Bid Securing Declaration</td>
<td>Two Percent (2%) PhP XXX.XX.XX</td>
</tr>
<tr>
<td>b) Cash, Cashier's/manager's check issued by a Universal or Commercial Bank or any combination.</td>
<td></td>
</tr>
</tbody>
</table>

* √ - document submitted (for post qualification)
X - document not submitted

Reprinted with Permission from the University of the Philippines Diliman Supply and Property Management Office
# 2. NEGOTIATED PROCUREMENT: AFTER TWO FAILED BIDDINGS REQUIREMENTS CHECKLIST

<table>
<thead>
<tr>
<th>DOCUMENTARY REQUIREMENTS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approved Procurement Plan (Sec. 7.2, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>2. Purchase Request duly approved by proper authorities (9.2 COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>3. Technical Specifications/Terms of Reference (Sec. 17.2, R-IRR of RA No. 9184)</td>
<td></td>
</tr>
<tr>
<td>4. Report on the mandatory review of the terms, conditions, and specifications in the Bid Documents, including cost estimates. The ABC cannot be increased by more than twenty percent (20%) of the ABC for the last failed bidding  (Sec.35 and 53.1.1, R-IRR of RA No. 9184)</td>
<td></td>
</tr>
<tr>
<td>5. Copy of letter/document inviting manufacturers/suppliers/distributors to engage in negotiation. (Sec.35 and 53.1.1, R-IRR of RA No. 9184)</td>
<td></td>
</tr>
<tr>
<td>6. Price quotations/bids/final offers from at least three (3) invited manufacturers/supplier/distributors. (COA Cir. No. 2009-001 dated February 12, 2009;9.2.5,COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>7. Proof that responding manufacturers/suppliers/distributors are technically, legally, and financially capable to enter into a contract with the government. (Sec. 53, R-IRR of RA No. 9184; Reiterated in 9.2.5, COA Cir. 2012-001)</td>
<td>Minimum Requirements:</td>
</tr>
<tr>
<td></td>
<td>a. SEC/DTI/CDA Registration</td>
</tr>
<tr>
<td></td>
<td>b. Mayor's Permit/Business License</td>
</tr>
<tr>
<td></td>
<td>c. Tax Clearance (Per Executive Order 398, Series of 2005 as finally reviewed and approved by the BIR)</td>
</tr>
<tr>
<td></td>
<td>d. Latest Annual Income Tax Return and Audited Financial Statement stamped “Received” by the Bureau of Internal Revenue (BIR)</td>
</tr>
<tr>
<td></td>
<td>e. Statement of all ongoing and completed government and private contracts for the last two (2) years</td>
</tr>
<tr>
<td>8. Statement of the prospective manufacturer/supplier/distributor that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGU (Sec. 25.2.iv.1, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>9. Sworn affidavit of the manufacturer/supplier/distributor that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree (Sec. 47, R-IRR of RA 9184; 9.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>10. Certificate of PhilGEPS Registration of supplier (Sec. 8.2 a and b; 8.2.2 f; 2005)</td>
<td></td>
</tr>
<tr>
<td>11. In case of negotiated procurement with a foreign supplier, a certification that the goods are not available from Local Suppliers. Goods are not available from a local supplier when, any time before advertisement for their procurement, it is determined that no Local Supplier is capable to supply the required goods to the Government, in which case, foreign suppliers, manufacturers and/or distributors may be invited to participate in the bidding. (Annex “A” of GPPB Resolution No.018-2005, dated 12 September 2005)</td>
<td></td>
</tr>
<tr>
<td>12. Other documents peculiar to the contract and/or the mode of procurement and considered necessary in the auditorial review and in the technical evaluation (9.2.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
</tbody>
</table>
### 3. FOR DIRECT CONTRACTING

<table>
<thead>
<tr>
<th>No.</th>
<th>Documentary Requirements</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approved Procurement Plan <em>(Sec. 7.2, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Purchase Request duly approved by proper authorities <em>(V.1, COA Cir 97-004; 9.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Specifications/Terms of Reference <em>(Sec. 17.2, R-IRR of RA No. 9184)</em></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government <em>(9.2.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale <em>(VI. C.1, COA Cir 97-004; 9.2.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Certification from the agency authorized official that there are no sub-dealers selling at a lower price and for which no suitable substitute can be obtained at more advantageous terms to the government <em>(Sec. 50 c, R-IRR of RA No. 9184; 9.2.2 COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign suppliers <em>(VI. C.2, COA Cir. 97-004; 9.2.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards <em>(VI. C.3, COA Cir 97-004; 9.2.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Sworn statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGU <em>(Sec. 25.2.iv.1, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Sworn affidavit of the bidder that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree <em>(Sec. 47, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies <em>(Sec. 39.1 to 39.7, R-IRR of RA No.9184; 9.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Certificate of PhilGEPS Registration of manufacturer/supplier/distributor <em>(Sec. 8.2.1 a and b; 8.2.2 f; 54.3, R-IRR of RA No. 9184)</em></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>In case of direct contracting with a foreign supplier, a certification that the goods are not available from Local Suppliers. Goods are not available from a local supplier when, any time before advertisement for their procurement, it is determined that no Local Supplier is capable to supply the required goods to the Government, in which case, foreign suppliers, manufacturers and/or distributors may be invited to participate in the bidding <em>(Annex “A” of GPPB Resolution No.018-2005, dated 12 September 2005)</em></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Other documents peculiar to the contract and/or the mode of procurement and considered necessary in the auditorial review and in the technical evaluation <em>(9.2.2, COA Cir. 2012-001)</em></td>
<td></td>
</tr>
</tbody>
</table>

Reprinted with Permission from the University of the Philippines Diliman Supply and Property Management Office
## 4. FOR SHOPPING / SMALL VALUE PROCUREMENT

<table>
<thead>
<tr>
<th>Documentary Requirements</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Approved Annual Procurement Plan (APP) (Sec. 7.2, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001). The method of procurement to be used shall be as indicated in the approved APP. If the original mode of procurement recommended in the APP was public bidding but cannot be ultimately pursued, the BAC, through a resolution, shall justify and recommend the change in the mode of procurement to be approved by the Head of the Procuring Entity (HOPE). (Sec. 48.3, R-IRR of RA No. 9184)</td>
<td></td>
</tr>
<tr>
<td>2 Purchase Request duly approved by proper authorities (9.2 COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>3 Technical Specifications/Terms of Reference (Sec. 17.2, R-IRR of RA No. 9184)</td>
<td></td>
</tr>
<tr>
<td>4 For Small Value Procurement, Letter/Invitation to submit proposals; The Request for Quotation (RFQ) should indicate the specification, quantity, Approved Budget for the Contract (ABC), and other terms and conditions of the item to be procured. The RFQ shall be sent to at least three (3) suppliers, contractors, or consultants of known qualifications. However, during unforeseen contingencies requiring immediate purchase under Section 52.1(a) of the IRR, the RFQ may be sent to only one (1) supplier. <strong>For Shopping</strong> under Section 52.1 (b), at least three (3) price quotations must be obtained. (GPPB Resolution No.09-2009, dated 23 November 2009; Sec. 52.1 and 53.9, R-IRR of RA No. 9184; 9.2.5, COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>5 The procuring entity must validate whether it is entering into a contract with a technically, legally and financially capable supplier, contractor or consultant by requiring the submission of relevant documents or through other means. (Sec. 53, R-IRR of RA No. 9184; GPPB Resolution No.09-2009, dated 23 November 2009)</td>
<td></td>
</tr>
<tr>
<td>6 Approval of the Head of the Procurement Entity or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC (9.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>7 Statement of the prospective bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGU (Sec. 25.2.iv.1, R-IRR of RA No. 9184; 9.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>8 Sworn affidavit of the bidder that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree (Sec. 47, R-IRR of RA 9184; 9.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
<tr>
<td>9 Certificate of PhilGEPS Registration of manufacturer/supplier/distributor (Sec. 8.2 a and b; 8.2.2 f; 54.3, R-IRR of RA No. 9184)</td>
<td></td>
</tr>
<tr>
<td>10 Other documents peculiar to the contract and/or the mode of procurement and considered necessary in the auditorial review and in the technical evaluation (9.2.2, COA Cir. 2012-001)</td>
<td></td>
</tr>
</tbody>
</table>

Note: 1. As a general rule, procuring entities shall adopt public bidding as the general mode of procurement and shall see to it that the procurement program allows sufficient lead time for such public bidding. **Alternative methods shall be resorted to only in highly exceptional cases.** (Section 48.2 Revised Implementing Rules and Regulations of RA 9184).

2. Splitting of contracts is strictly prohibited. Splitting of contracts means the breaking up of contracts into smaller quantities and amounts, or dividing contract implementation into artificial phases or subcontracts, for the purpose of making it fall below the threshold for shopping or small value procurement, or evading or circumventing the requirement of public bidding. (GPPB Resolution No.09-2009, dated 23 November 2009)

3. All requests/invitations and awards shall be posted 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 except for those with ABCs equal to Fifty Thousand Pesos (Php 50,000.00) and below. (GPPB Resolution No.09-2009, dated 23 November 2009)
2. RETENTION MONEY

According to Section 62, Rule XIX of the Revised IRR of RA 9184 in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee.

The provision also states that the obligation for the warranty shall be covered by either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met. (Section 62, Rule XIX of the Revised IRR of RA 9184)
6.4 PROCUREMENT THROUGH THE PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM

The PhilGEPS

To promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedures. Accordingly, there shall be a single portal that shall serve as the primary source of information on all government procurement. The PhilGEPS shall serve as the primary and definitive source of information on government procurement. (Section 5, Rule I of the IRR of RA 9184)

The PhilGEPS Official Website

Online Registration

Register As

Government Agency: [ ] Supplier: [ ] CSO: [ ]

Submit [ ] Cancel [ ]

16 Source: https://philgeps.gov.ph/GEPSNONPILOT/R3/R3_RegisterAs.html
Note:
PhilGEPS makes available information on all government procurement and bid opportunities, allows obtaining bid documents electronically, access to government agencies Annual Procurement Plan, Uploading of Product Catalog Advertisements, sends automatic notifications for new opportunities and lets suppliers print their own PhilGEPS Certificate of Registration. *(Source: PhilGEPS Official Website)*

**Reminder:**
Registration with the PhilGEPS is not an accreditation and thus not tantamount to a finding of eligibility, nor is it a guaranty that a manufacturer, supplier, distributor, contractor or consultant may participate in a public bidding without first being determined to be eligible for that particular public bidding. *(Paragraph 8.2.2, Section 8, Rule III of the IRR of RA 9184)*
6.5 THE BIDS AND AWARDS COMMITTEE

FUNCTIONS
(Section 12, Rule V of the IRR of RA 9184)

a) Advertise and/or post the invitation to bid/request for expressions of interest;

b) Conduct pre-procurement and pre-bid conferences;

c) Determine the eligibility of prospective bidders;

d) Receive bids;

e) Conduct the evaluation of bids;

f) Undertake post-qualification proceedings;

g) Resolve motions for reconsideration;

h) Recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative:

i) Recommend the imposition of sanctions in accordance with Rule XXIII;

j) Recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement as provided for in Rule XVI hereof; and

k) Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts to assist in the procurement process, particularly in the eligibility screening, evaluation of bids, and post-qualification.
The BIDDING DOCUMENTS
(Section 17, Rule VI of the IRR of RA 9184)

**Reminder:**
The Bidding Documents shall be prepared by the procuring entity following the standard forms and manuals prescribed by the Government Procurement Policy Board (GPPB).

The Bidding Documents shall include the following:

a) Approved Budget for the Contract;

b) Invitation to Bid/Request for Expression of Interest;

c) Eligibility Requirements;

d) Instructions to Bidders, including scope of bid, documents comprising the bid, criteria for eligibility, bid evaluation methodology/criteria in accordance with the Act, and post-qualification, as well as the date, time and place of the prebid conference (where applicable), submission of bids and opening of bids;

e) Terms of Reference (TOR), for consulting services;

f) Scope of work, where applicable;

g) Plans/Drawings and Technical Specifications;

h) Form of Bid, Price Form, and List of Goods or Bill of Quantities;

i) Delivery Time or Completion Schedule;

j) Form, Amount, and Validity Period of Bid Security;

k) Form, Amount, and Validity of Performance Security and Warranty; and

l) Form of Contract and General and Special Conditions of Contract.
6.6 SAMPLE ACTUAL PROCESS OF LOCAL/international PURCHASE

**Proposal Writing**
- Endorsements: Director, Dean, Chancellor
- Evaluation of the Proposal and if approved, MOA signing and fund transfer
- Purchase of equipment for the project

**LOCAL PURCHASE**
- Preparation of Purchase Order
- Approval from: Project Leader, Director, Dean, Accounting Office, Budget Office
- Review by SPMO of procurement documents, i.e., technical specifications, bidding requirements
- Purchase Order, Posting of bonds
- Awarding
- Delivery, Inspection, Acceptance and Payment

**INTERNATIONAL PURCHASE**
- Preparation of Purchase Order
- Approval from: Project Leader, Director, Dean, Accounting Office, Budget Office
- Review by SPMO of procurement documents, i.e., technical specifications, bidding requirements
- Purchase Order, Posting of bonds
- Awarding
- Processing of voucher to buy foreign currency from DBP
- Approval from Director, Dean, Accounting Office and Budget Office
- Processing of DBP certificates and authorization
- Sending of check to manufacturer, processing of order by the manufacturer and shipment of order
- Arrival of the order at the port and assessment of carrier notification, duties evaluation and brokerage
- Request for tax exemption through UP
- Endorsement to DOF and BOC
- Brokerage, Delivery, Inspection, Acceptance and Payment

Credit Actual Process by Dr. Roland Villano Sarmago, National Institute of Physics
## 6.7 PERIOD OF ACTION ON PROCUREMENT ACTIVITIES
(Annex C of the IRR of RA 9184)

### A.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Activities</th>
<th>Deadline</th>
<th>Goods</th>
<th>Infrastructure Projects For ABC 50M and below</th>
<th>Consulting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advertisement/ Posting of Invitation to Bid/Request for Expression of Interest</td>
<td>7 cd</td>
<td>7 cd</td>
<td>7 cd</td>
<td>7 cd</td>
</tr>
<tr>
<td>2</td>
<td>Eligibility Check (and Short Listing, in case of Consulting Services)</td>
<td>Refer to Stage 5</td>
<td>Refer to Stage 5</td>
<td>Refer to Stage 5</td>
<td>20 cd</td>
</tr>
<tr>
<td>3</td>
<td>Issuance and availability of Bidding Documents</td>
<td>From 1st day of Stage 1 until Stage 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pre-bid Conference</td>
<td>12 cd before Stage 5</td>
<td>1 cd</td>
<td>1 cd</td>
<td>1 cd</td>
</tr>
<tr>
<td></td>
<td>Request for clarification</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplemental/Bid Bulletin</td>
<td>7 cd before Stage 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Submission and receipt of Bids</td>
<td>45 cd from last day of Stage 1 for Goods, 50/65 cd from last day of Stage 1 for Infrastructure Projects, 75 cd from last day of Stage 1 for Consulting Services.</td>
<td>1 cd (includes opening of bids and eligibility check)</td>
<td>1 cd (includes opening of bids and eligibility check)</td>
<td>1 cd (includes opening of bids and eligibility check)</td>
</tr>
<tr>
<td></td>
<td>Submission of additional requirements</td>
<td>3 cd after Stage 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bid Evaluation</td>
<td>7 cd</td>
<td>5 cd</td>
<td>7 cd</td>
<td>21 cd + 2 cd for approval of ranking</td>
</tr>
<tr>
<td>7</td>
<td>Notification for negotiation</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>3 cd</td>
</tr>
<tr>
<td>Stage</td>
<td>Activities</td>
<td>Deadline</td>
<td>Goods</td>
<td>Infrastructure Projects</td>
<td>Consulting Services</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>-------</td>
<td>-------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>1</td>
<td>Advertisement/Posting of Invitation to Bid/Request for Expression of Interest</td>
<td></td>
<td>7 cd</td>
<td>7 cd</td>
<td>7 cd</td>
</tr>
<tr>
<td>2</td>
<td>Eligibility Check (and Short Listing, in case of Consulting Services)</td>
<td>Refer to Stage 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Issuance and availability of Bidding Documents</td>
<td>From 1st day of Stage 1 until Stage 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Pre-bid Conference</td>
<td>12 cd before Stage 5</td>
<td>1 cd</td>
<td>1 cd</td>
<td>1 cd</td>
</tr>
<tr>
<td></td>
<td>Request for clarification</td>
<td>10 cd before Stage 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplemental/Bid Bulletin</td>
<td>7 cd before Stage 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Submission and receipt of Bids</td>
<td>1 cd (includes opening of bids and eligibility check)</td>
<td>1 cd (includes opening of bids and eligibility)</td>
<td>1 cd (includes opening of bids)</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Time</td>
<td>Time</td>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bid Evaluation</td>
<td>1 cd</td>
<td>1 cd</td>
<td>1 cd + 1 cd</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>for approval of ranking</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Notification for negotiation</td>
<td>n/a</td>
<td>n/a</td>
<td>1 cd</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Negotiation</td>
<td>n/a</td>
<td>n/a</td>
<td>1 cd</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Post-qualification</td>
<td>1 cd</td>
<td>1 cd</td>
<td>1 cd</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Approval of resolution/Issuance of Notice of Award</td>
<td>2 cd (1 cd for BAC resolution and 1 cd for NOA)</td>
<td>2 cd (1 cd for BAC resolution and 1 cd for NOA)</td>
<td>2 cd (1 cd for BAC resolution and 1 cd for NOA)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Contract preparation and signing</td>
<td>2 cd (1 cd for contract preparation and 1 cd for contract signing)</td>
<td>2 cd (1 cd for contract preparation and 1 cd for contract signing)</td>
<td>2 cd (1 cd for contract preparation and 1 cd for contract signing)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Approval of contract by higher authority</td>
<td>1 cd</td>
<td>1 cd</td>
<td>1 cd</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Issuance of Notice to Proceed</td>
<td>1 cd</td>
<td>1 cd</td>
<td>1 cd</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Time</strong></td>
<td><strong>28 cd</strong></td>
<td><strong>28 cd</strong></td>
<td><strong>34 cd</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Reminder:**
Observance and strict adherence to the Period of Action on Procurement Activities by the procuring entity (the researcher proponents) is a **must** in order to avoid delays in procurement that will eventually affect the implementation progress of the project.
Who we are

The Office of the Vice President for Academic Affairs (OVPAA) is the center for academic and research programs of the University of the Philippines System and provides information on curriculum, research and other academic matters, announcements of grants, awards and other academic events. The OVPAA has an official website that makes the dissemination of academic information to each UP constituent more uniform and efficient. It provides downloadable forms and online submissions that will continue to evolve towards the vision for a One UP!

Contact Us

Address: 3F Northwing Quezon Hall Building, University of the Philippines, Diliman, Quezon City
Main Contact Person: Assistant Vice President for Academic Affairs Mary Delia Tomacruz
Phone: 9818500 local 2528
Email: ovpaa@up.edu.ph
Web: ovpaa.up.edu.ph