



CITIZEN'S CHARTER

I. FUNCTION OF THE BIDS AND AWARDS COMMITTEE

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

The BAC shall have the following functions:

- 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 and open bids;
- e. Conduct the evaluation of bids;
- f. Undertake post-qualification proceedings;
- g. Resolve requests for reconsideration;
- h. Recommend award of contracts to the HoPE or his duly authorized representative;
- i. Recommend the imposition of sanctions in accordance with Rule XXIII;
- j. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI hereof;
- k. Conduct any of the Alternative Methods of Procurement;
- l. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of this IRR; and
- m. 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 following:
 1. Review of the Technical Specifications, Scope of Work, and Terms of Reference;
 2. Review of Bidding Documents;
 3. Short listing of Consultants;
 4. Eligibility Screening;
 5. Evaluation of Bids;
 6. Post-Qualification; and
 7. Resolution of Request for Reconsideration.



Office or Division	Bids and Awards Committee (BAC) Office
Classification	Simple
Type of Transaction	G2C – Government to Citizens G2B- Government to Business
Who may participate:	<p>1. Observers</p> <p>To enhance the transparency of the process, the BAC shall, during the eligibility checking, shortlisting, pre-bid conference, preliminary examination of bids, bid evaluation, and post-qualification, invite, in addition to the representative of the COA, at least two (2) observers, who shall not have the right to vote, to sit in its proceedings where:</p> <ul style="list-style-type: none">a. At least one (1) shall come from a duly recognized private group in a sector or discipline relevant to the procurement at hand.b. The other observer shall come from a non-government organization (NGO). <p>2. Interested prospective bidders compliant with the documents prescribed in the bidding documents.</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For prospective bidders:</p> <p>Company Profile Checklist</p> <ol style="list-style-type: none"> 1. Valid Certificate of Registration-DTI 2. Valid Incorporation of Partnership papers duly registered from S.E.C. 3. G-EPS Registration Certificate 4. Tax Clearance (BIR) Certified True Copy by the Company 5. Latest Financial Statement (duly stamped "Received" by the BIR). 6. Latest Income Tax Return (ITR) (including confirmation receipt). 7. Certificate of Registration/Copy of TIN ID 8. Latest VAT Return (mo./qtr./annual). 9. Valid Mayor's Business Permit 10. Yearly/Quarterly Mayor's Business Tax Receipt (O.R.) 11. Certificate of Credit Lines/Bank Certificate from any reputable banking institution 12. Recent Photo of Office (showing business signboard) and working area. 13. Notarized Certificate of Ownership (if owned). 14. List of Customers/Clients. (With address and contact number) 15. Special Power of Attorney/Authorization Letter from the Proprietor/President/General Manager giving permission to the Authorized Representative to transact business on behalf of the company. It must bear the specimen signature and 2x2 ID photo/s of the representative/s. <p>For participating bidders:</p> <ol style="list-style-type: none"> 1. Checklist of Technical and Financial Documents <ol style="list-style-type: none"> a. For Infrastructure Projects <p>Class "A" Documents</p> <p><u>Legal Documents</u></p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) ;or</p> <p>(b) Registration certificate form Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives of its equivalent document; and</p> <p>(c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and</p> <p>(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p> 	<p>Secure Company Profile Checklist at the Bids and Awards Committee Office.</p> <p>Secure downloadable version of these checklist thru the PhilGEPS website.</p> <p>Secure physical copies of this checklist thru purchasing the Complete set of Bidding Documents at the Bids and Awards Committee Office.</p>



Technical Documents

(e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;

and

(f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**

(g) Philippine Contractors Accreditation Board (PCAB) License;

or Special PCAB License in case of Joint Ventures;

and registration for the type and cost of the contract to be bid; **and**

(h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**

Original copy of Notarized Bid Securing Declaration; **and**

(i) Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid; **and**
- b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; **and**
- c. Duly signed Manpower Schedule; **and**
- d. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- e. Equipment utilization schedule; **and**
- f. Duly signed Construction Schedule (PERT/CPM) and S-curve; **and**
- g. Duly signed Construction Method in narrative form; **and**
- h. Construction Safety and Health Program; **and**

(j) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

(k) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's 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 the date of bid submission; **and**

(l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

(m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** 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.



**II. FINANCIAL COMPONENT ENVELOPE FOR THE
PROCUREMENT OF INFRASTRUCTURE PROJECTS**

(n) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

(o) Original of duly signed Bid Prices in the Bill of Quantities; **and**

(p) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**

(q) Cash Flow by Quarter.

b. For Goods and Services

Class "A" Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **or**

(b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives of its equivalent document; **and**

(c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**

(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

(e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3. and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

(g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**

(h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**



(i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

(j) The Supplier's audited financial statements, showing, among others, the Supplier's 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 the date of bid submission; **and**

(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

(l) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** 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.

Other documentary requirements under RA No. 9184

(as applicable)

(m) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

II. FINANCIAL COMPONENT ENVELOPE FOR THE PROCUREMENT OF GOODS AND SERVICES

(a) Original of duly signed and accomplished Financial Bid Form; **and**

(b) Original of duly signed and accomplished Price Schedule(s).



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FOR THE PROCUREMENT OF GOODS AND SERVICES:

CLIENT STEPS	LGU/ OFFICE ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
N/A	Pre-Procurement Conference	N/A	1 CD	*BIDS AND AWARDS COMMITTEE/ Ms. Lea B. Carpio – Head BAC Secretariat/ END-USER
Checks the Advertisement / Posting of Invitation to Bid	Advertisement / Posting of Invitation to Bid	N/A	1-7 CD	*BIDS AND AWARDS COMMITTEE Thru Ms. Lea B. Carpio – Head BAC Secretariat Enrico Oller -Staff BAC Secretariat
Submit Company Profile/Eligibility Requirements	Receipt and review of Company Profile/Eligibility Requirements	N/A	1-3 CD	*BIDS AND AWARDS COMMITTEE/ Ms. Lea B. Carpio – Head BAC Secretariat / PROSPECTIVE BIDDERS
Attend Pre-Bid Conference	Conduct Pre-Bid Conference	N/A	1 CD 30mins. – 1 Hour	*BIDS AND AWARDS COMMITTEE/ Ms. Lea B. Carpio – Head BAC Secretariat / PROSPECTIVE BIDDERS
Purchase Bidding Documents	Releasing of Bidding Documents	*GPPB STANDARD RATES	10 – 20 mins.	*BIDS AND AWARDS COMMITTEE Thru: Ms. Michelle Sandoval BAC Secretariat Staff PROSPECTIVE BIDDERS
Submit Bids / attend Bid Opening	Receipt of Bids / Bid Opening	N/A	On or before 10:00 a.m of the scheduled date	*BIDS AND AWARDS COMMITTEE/ Ms. Lea B. Carpio – Head BAC Secretariat/ PROSPECTIVE BIDDERS
N/A	Bid Evaluation	N/A	1 - 7 CD	*BIDS AND AWARDS COMMITTEE
N/A	Post-Qualification	N/A	1-45 CD	*BIDS AND AWARDS COMMITTEE/ TECHNICAL WORKING GROUP
Receives and signs Notice of Award	Approval of Resolution/ Issuance of Notice of Award	N/A	1 – 15 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Staff Thru Ms. Michelee Sandoval , Airish Acedera/ WINNING BIDDERS



Signs contract	Contract Preparation for Signing	N/A	1 - 10 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Staff Thru Ms. Airish Acedera/ / WINNING BIDDERS
N/A	Approval of contract by higher authority	N/A	1 - 30 CD	HONORABLE CITY MAYOR Marilou F. Morillo
Receives Notice to Proceed	Issuance of Notice to Proceed	N/A	1 - 7 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Staff Thru Ms. Michelee Sandoval , Airish Acedera/ / WINNING BIDDERS
N/A	Transmittal of documents for implementation.	N/A	1 - 2 CD	*BIDS AND AWARDS COMMITTEE Thru: Mr. Francisco Borbon Mary Grace Ocampo BAC Secretariat Staff GENERAL SERVICES OFFICE

***The BIDS AND AWARDS COMMITTEE:**

Engr. BENJAMIN L. ACEDERA
Chairperson

Dr. FEBYDAR MANLICMOT
Vice Chairman

Engr. MOSS L. SIMBAHAN
Member

Ms. DULCE AMOR E. LAO
Member

Ms. JOANNA DIANE D. MORTEL
Member



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FOR THE PROCUREMENT OF INFRASTRUCTURE PROJECTS:

CLIENT STEPS	LGU/ OFFICE ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
N/A	Pre-Procurement Conference	N/A	1 CD	*BIDS AND AWARDS COMMITTEE/ Ms.Lea B. Carpio – Head BAC Secretariat/ END-USER
Checks the Advertisement Posting of Invitation to Bid	Advertisement / Posting of Invitation to Bid	N/A	1-7 CD	*BIDS AND AWARDS COMMITTEE Thru Ms.Lea B. Carpio – Head BAC Secretariat Enrico Oller -Staff BAC Secretariat
Submit Company Profile/Eligibility Requirements	Receipt and review of Company Profile/Eligibility Requirements	N/A	1-3 CD	*BIDS AND AWARDS COMMITTEE/ Ms.Lea B. Carpio – Head BAC Secretariat / PROSPECTIVE BIDDERS
Attend Pre-Bid Conference	Pre-Bid Conference	N/A	1 CD 30mins. – 1 Hour	*BIDS AND AWARDS COMMITTEE/ Ms.Lea B. Carpio – Head BAC Secretariat / PROSPECTIVE BIDDERS
Purchase Bidding Documents	Releasing of Bidding Documents	*GPPB STANDARD RATES	10 – 20 mins.	*BIDS AND AWARDS COMMITTEE Thru: Ms. Michelle Sandoval BAC Secretariat Staff PROSPECTIVE BIDDERS
Submit Bids / attend Bid Opening	Receipt of Bids / Bid Opening	N/A	On or before 10:00 a.m. of the scheduled date	*BIDS AND AWARDS COMMITTEE/ Ms.Lea B. Carpio – Head BAC Secretariat/ PROSPECTIVE BIDDERS
N/A	Bid Evaluation	N/A	1 – 7 CD	*BIDS AND AWARDS COMMITTEE
N/A	Post-Qualification	N/A	1-45 CD	*BIDS AND AWARDS COMMITTEE/ TECHNICAL WORKING GROUP



Receives and signs Notice of Award	Approval of Resolution/ Issuance of Notice of Award	N/A	1 - 15 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Staff Thru Ms. Michelee Sandoval , Airish Acedera/ WINNING BIDDERS
Signs Contract	Contract Preparation for Signing	N/A	1 - 10 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Staff Thru Ms. Airish Acedera/ / WINNING BIDDERS
N/A	Approval of contract by higher authority	N/A	1 - 30 CD	HONORABLE CITY MAYOR Marilou F. Morillo
Receives Notice to Proceed	Issuance of Notice to Proceed	N/A	1 - 7 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Staff Thru Ms. Michelee Sandoval , Airish Acedera/ / WINNING BIDDERS
N/A	Transmittal of Bidding documents to City Engineering and Public Works Dept for (CEPWD) for attachments	N/A	1 - 2 CD	*BIDS AND AWARDS COMMITTEE Thru: Mr. Francisco Borbon Mary Grace Ocampo BAC Secretariat Staff CITY ENGINEERING AND PUBLIC WORKS DEPARTMENT

***The BIDS AND AWARDS COMMITTEE:**

Engr. BENJAMIN L. ACEDERA
Chairperson

Dr. FEBYDAR MANLICMOT
Vice Chairman

Engr. MOSS L. SIMBAHAN
Member

Ms. DULCE AMOR E. LAO
Member

Ms. JOANNA DIANE D. MORTEL
Member



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FOR THE PROCUREMENT OF CONSULTING SERVICES:

CLIENT STEPS	LGU/ OFFICE ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
N/A	Pre-Procurement Conference	N/A	1 CD	*BIDS AND AWARDS COMMITTEE/ Ms.Lea B. Carpio – Head BAC Secretariat/ END-USER
Checks the Advertisement Posting of Invitation to Bid	Advertisement / Posting of Invitation to Bid	N/A	1-7 CD	*BIDS AND AWARDS COMMITTEE Thru Ms.Lea B. Carpio – Head BAC Secretariat Enrico Oller -Staff BAC Secretariat
N/A	Eligibility Check and Shortlisting	N/A	1-20 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Staff Thru Ms. Michelee Sandoval Francisco Borbon Jr. WINNING BIDDERS
Attends Pre-Bid Conference	Pre-Bid Conference	N/A	1 CD 30mins. – 1 Hour	*BIDS AND AWARDS COMMITTEE/ Ms.Lea B. Carpio – Head BAC Secretariat / PROSPECTIVE BIDDERS
Purchases Bidding Documents	Releasing of Bidding Documents	*GPPB STANDARD RATES	10 – 20 mins.	*BIDS AND AWARDS COMMITTEE Thru: Ms. Michelle Sandoval BAC Secretariat Staff PROSPECTIVE BIDDERS
Submits Bids /Attends Bid Opening	Receipt of Bids / Bid Opening	N/A	On or before 10:00 a.m. of the scheduled date	*BIDS AND AWARDS COMMITTEE/ Ms.Lea B. Carpio – Head BAC Secretariat/ PROSPECTIVE BIDDERS
N/A	Bid Evaluation	N/A	1 – 7 CD	*BIDS AND AWARDS COMMITTEE
N/A	Approval of Ranking by the HoPe	N/A	1-2 CD	*BIDS AND AWARDS COMMITTEE/BAC Secretariat Documentation Staff/ TECHNICAL WORKING GROUP
Receives Notice for Negotiation	Notice for Negotiation	N/A	1 – 3 CD	*BIDS AND AWARDS COMMITTEE/ BAC Secretariat Documentation Staff/ PROSPECTIVE BIDDERS
Attends Negotiation	Negotiation	N/A	1 – 10 CD	*BIDS AND AWARDS COMMITTEE
N/A	Post-Qualification	N/A	2-3 CD	*BIDS AND AWARDS COMMITTEE/ TECHNICAL WORKING GROUP



N/A	Approval of Resolution/Issuance of Notice of Award	N/A	1-15 CD	*BIDS AND AWARDS COMMITTEE/WINNING BIDDER/ BAC Secretariat Documentation Staff
Signs Contract	Contract Preparation	N/A	1-10 CD	BIDS AND AWARDS COMMITTEE/WINNING BIDDER/ BAC Secretariat Documentation Staff
N/A	Approval of contract by higher authority	N/A	1 - 30 CD	HONORABLE CITY MAYOR Marilou F.Morillo
Receives Notice to Proceed	Issuance of Notice to Proceed	N/A	1 - 7 CD	BIDS AND AWARDS COMMITTEE/ WINNING BIDDER/ BAC Secretariat Documentation Staff

***The BIDS AND AWARDS COMMITTEE:**

Engr. BENJAMIN L. ACEDERA
Chairperson

Dr. FEBYDAR MANLICMOT
Vice Chairman

Engr. MOSS L. SIMBAHAN
Member

Ms. DULCE AMOR E. LAO
Member

Ms. JOANNA DIANE D. MORTEL
Member



Issuance of Bidding Documents

CLIENT STEPS	LGU/ OFFICE ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a copy of Company Profile to the BAC Secretariat	Review and Record Company Profile to record Data Base	NONE	1hr to 1 day	Prospective Bidder/BAC Secretariat Thru: Ms. Lea B. Carpio
Submit letter of Intent for the items to be Bid	Review and to assess corresponding price of the bidding documents	N/A	1-10 mins	Prospective Bidder/BAC Secretariat Thru: Ms. Lea B. Carpio
Receipt of Order of Payment	Issuance of Order of Payment	N/A	1-10mins	Prospective Bidder/BAC Secretariat Thru: Ms. Lea B. Carpio
Payment of Corresponding Rates stipulated in the Order of Payment	Processing of Payment and issuance of Official Receipt	*Based on GPPB Standard Rates	1-15 mins	Office of the Treasury/Cahier
Submission of a copy of the Official Receipt to the BAC Secretariat Office	Preparation of copies of Bid Documents	N/A	1-20mins	Prospective Bidder/BAC Secretariat Thru: Michelle Sandoval
Receipt of Bid Document Copies	Issuance and releasing of Bid Documents	N/A	0-5mins	Prospective Bidder/BAC Secretariat Thru: Ms. Michele Sandoval

***GPPB Standard Rates (Sale of Bidding Documents)**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
500,000 up to 1 Million	1,000.00
1 Million up to 5 Million	5,000.00
5 Million up to 10 Million	10,000.00
10 Million up to 50 Million	25,000.00
50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



Issuance of Documents and Notices

(Notice of Award, Purchase Order, Notice to Commence):

CLIENT STEPS	LGU/ OFFICE ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attend to the schedule set by the BAC Secretariat Documentation Staff for the receipt and signing of notices and contracts	Contact Clients/Recipients for the issuance and Signing of Notices and Contracts	None	N/A	BAC Secretariat Documentation Staff/ Winning Bidder
Receipt of Notices (Notice of Award, Purchase Order, Notice to Commence)	Issuance of Notices (Notice of Award, Purchase Order, Notice to Commence)	None	0-10 mins.	BAC Secretariat Documentation Staff/ Winning Bidder
Secure a copy of Notices and/or Contracts Signed	Provide copy of Notices and/or Contracts Signed	None	0-10 mins.	BAC Secretariat Documentation Staff/ Winning Bidder



TAUMBAYAN ANG
MA **SUSUNOD**
SA TAPAT AT MAPAGKALINGANG PAGHIINGKOD

BIDS AND AWARDS COMMITTEE