

**1.0 PURPOSE:**

This policy outlines the complete process of BAC Support Division (BSD) on a per project basis. This process will ensure that the BSD will serve its function as the main support unit of the Bids and Awards Committee (BAC) in all stages of procurement.

**2.0 SCOPE:**

The extent of this procedure covers the receiving of documents from Purchasing Division (PD) up to the issuance of Notice of Award, such as, but not limited to, posting in the Procuring Entity’s premises, in the PhilGEPS and the website of the Procuring Entity, if available.

**3.0 RESPONSIBILITIES:**

The BAC Support Division shall be responsible for the following:

- Ensure that all the documents are correct and complete based on the checklist provided (See Form 1);
- Ensure that all the relevant discussions during the activity are covered in the Minutes of Meeting;
- Take custody of procurement documents and other records and assist the BAC in managing the procurement process;
- Scan all the procurement documents and save it in the project folder.

**4.0 GENERAL GUIDELINES:**

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
4.1. Receipt and review of documents forwarded by Purchasing Division (PD)		
4.2 Receipt of Documents for the conduct of Pre-procurement Conference		
4.2.1 Receives the draft Bid Documents from Procurement		



<p>Planning together with the Request for Pre-procurement conference Form.</p> <p>4.2.2 Validates the completeness and correctness of attachments based on the checklist (all documents shall be Certified True Copy);</p> <p>4.2.3 If the documents are complete, BAC to schedule for a Pre-procurement Conference;</p> <ul style="list-style-type: none"><li>- Assign a Reference Number and tentative timeline;</li><li>- Sends Notice of Meeting to the End-user Agency, BAC Members, TWG, and Procurement Planning;</li><li>- Confirms attendance of the participants.</li></ul> <p>Otherwise, return the documents to PD for appropriate action;</p> <p>4.2.4 Before the Conduct of Pre-procurement Conference, the following shall be prepared:</p> <ul style="list-style-type: none"><li>- Attendance Sheet</li><li>- Voice Recorder</li><li>- Laptop</li><li>- Notebook</li><li>- Writing Pen</li><li>- Tentative Timeline and Reference Number assigned to the project</li><li>- Multimedia Projector</li><li>- Document camera</li><li>- Microphone</li><li>- Name plates</li><li>- Audio system</li></ul> <p>4.2.5 During the conduct of Pre-procurement Conference, the following shall be observed:</p> <p>4.2.5.1 Establish the quorum and acknowledge the presence of the attendees;</p>		
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<p>4.2.5.2 Take down notes on the discussion of administrative matters and bidding documents;</p> <p>4.2.5.3 Provide tentative timeline for the project once readiness of the project has been determined;</p> <p>Otherwise, return the documents to PD for appropriate action;</p> <p>4.2.6. After the conduct of the Pre-procurement Conference, the following activities shall be completed:</p> <p>4.2.6.1 Prepare the Minutes of Pre-procurement Conference;</p> <p>4.2.6.2. Forwards the draft Minutes of Meeting to the End- user Agency and BAC Members for comments;</p> <p>4.2.6.3. Scan the final minutes and save it in the project folder;</p> <p>4.2.6.4. Advertise the Invitation to Bid/ Request for Expression of Interest.</p>		
<p>4.3 Advertisement of Invitation to Bid/ Request for Expression of Interest</p> <p>4.3.1 Posting in the PhilGEPS Website</p> <p>4.3.1.1 Go to PhilGEPS Website;</p> <p>4.3.1.2 Log-in username and password;</p> <p>4.3.1.3 Go to Notices;</p> <p>4.3.1.4 Click "Create Notice";</p> <p>4.3.1.5 Input the information as required in Step 1: Basic Information;</p> <p>4.3.1.6 Click "Continue";</p> <p>4.3.1.7 Input the information required as required in Step 2: Notice Description;</p> <p>4.3.1.8 Click the "Line Item" link;</p> <p>4.3.1.9 Input the information required;</p> <p>4.3.1.10 Click "Save Changes";</p> <p>4.3.1.11 Click "Close";</p> <p>4.3.1.12 Click "Continue";</p> <p>4.3.1.13 Input the information required as required in Step 3: Add Associated Component;</p> <p>4.3.1.14 Click "Browse";</p>		



<p>4.3.1.15 Choose the file that will be uploaded and click “Open”;</p> <p>4.3.1.16 Click “Attach”;</p> <p>4.3.1.17 Check the box in the Select column and click “Accept”;</p> <p>4.3.1.18 Click “Done”;</p> <p>4.3.1.19 Once the page return to the Notices page, click the opportunity that is “In-preparation” status;</p> <p>4.3.1.20 Review the Invitation to Bid page and click the “Post” button;</p> <p>4.3.1.21 Check if the status changed to “Pending”;</p> <p>4.3.1.22 Click the “Printable Version” link;</p> <p>4.3.1.23 Click the “Print Button”.</p> <p>4.3.2 Advertisement in Newspaper</p> <p>4.3.2.1 Sends Invitation to Bid to the advertising company indicating the preferred size in the newspaper page;</p> <p>4.3.2.2 Once the affidavit of publication is received, prepare the Budget Utilization Request and Status (BURS) and have it signed by the required signatories;</p> <p>4.3.2.3 Transmit the BURS to the Comptroller Division.</p> <p>4.3.3 Posting at Any Conspicuous Place In the Premises of Procuring Entity</p> <p>4.3.3.1 Photocopy the Invitation to Bid;</p> <p>4.3.3.2 Post the IB in the Bulletin Board within the PS premise;</p> <p>4.3.3.3 Prepares Certification of Posting of IB;</p> <p>4.3.3.4 Scan the certification and save the file in the project folder.</p>		
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<p>4.4 Conduct of Pre-Bid Conference</p> <p>4.4.1 Before the Conduct of Pre-bid Conference, the following shall be prepared:</p> <ul style="list-style-type: none"><li>- Attendance Sheet</li><li>- Voice Recorder</li><li>- Laptop</li><li>- Bidding Documents</li><li>- Invitation to Observers</li><li>- List of bidders who purchased the bidding documents</li><li>- Multimedia Projector</li><li>- Document camera</li><li>- Microphone</li><li>- Name plates</li><li>- Audio system</li></ul> <p>4.4.2 During the conduct of Pre-bid Conference, the following shall be observed:</p> <p>4.4.2.1 Establish the quorum and acknowledge the presence of the attendees;</p> <p>4.4.2.2 Discuss the procedural aspects of the bidding using the slideshow presentation;</p> <p>4.4.2.3 Discuss the technical aspects of the project (Section VI and VII of the Bidding Documents);</p> <p>4.4.2.4 Take down notes on the issues or clarifications raised by the prospective bidders;</p> <p>4.4.3 After the conduct of the Pre-bid Conference the following activities shall be completed:</p> <p>4.4.3.1 Prepares the minutes of pre-bid conference;</p> <p>4.4.3.2 Refer the minutes and letter of clarification from prospective bidders to the end- user and BAC Members, if any;</p> <p>4.4.3.3 Receives comments from end-user and BAC Members, if any;</p> <p>4.4.4 Finalizes the MOM for signature of the Secretariat and TWG in charge, BAC Support Head and Chairperson;</p>		
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<ul style="list-style-type: none"><li>4.4.5 Scan the final minutes and save it in the project folder;</li><li>4.4.6 Integrate the clarification made by end-user in the supplemental bid bulletin, if any;</li><li>4.4.7 Prepares and finalizes the supplemental bid bulletin, if any;</li><li>4.4.8 Once signed, post the bid bulletin to PhilGEPS website.</li></ul>		
<p>4.5 Posting of Supplemental/Bid Bulletin</p> <p>Supplemental/Bid Bulletins may be issued upon the Procuring Entity’s initiative for the purposes of clarifying or modifying any provision of the Bidding Documents.</p> <p>Any Supplemental/Bid Bulletin issued by the BAC shall be posted on the PhilGEPS website with the following processes:</p> <ul style="list-style-type: none"><li>4.5.1 Go to PhilGEPS Website;</li><li>4.5.2 Log-in username and password;</li><li>4.5.3 Go to Notices;</li><li>4.5.4 In the “Search By:” drop down list, select “Title”;</li><li>4.5.5 Input a keyword (e.g. PB16-001-1);</li><li>4.5.6 Click the specific project that requires the bid bulletin to be posted;</li><li>4.5.7 If the bid bulletin comprised of amendments and/or clarification, the following procedures shall apply:<ul style="list-style-type: none"><li>4.5.7.1 Click the link for the bid supplements;</li><li>4.5.7.2 Click “Create New Bid Supplement”;</li><li>4.5.7.3 Input the title and the description of the bulletin;</li><li>4.5.7.4 Click the “Add Associated Components” link;</li><li>4.5.7.5 Select the electronic document type;</li><li>4.5.7.6 Input the information required for the page;</li><li>4.5.7.7 Click “Browse”;</li></ul></li></ul>		



<p>4.5.7.8 Choose the file that will be uploaded and click “open”;</p> <p>4.5.7.9 Click the “Attach” button;</p> <p>4.5.7.10 Once the file is uploaded, click the box in the “Select” column;</p> <p>4.5.7.11 Click “Accept” button;</p> <p>4.5.7.12 Click the “Done” button;</p> <p>4.5.7.13 Once the page goes back to Bid Supplement Page, click “Done”.</p> <p>4.5.8 If the bid bulletin includes postponement of an activity, follow the procedures enumerated below:</p> <p>4.5.8.1 Click the “Postpone Bid” button;</p> <p>4.5.8.2 Input the Title and Remarks for the bid bulletin to be issued;</p> <p>4.5.8.3 Pick the Closing Date/Time of the postponement;</p> <p>4.5.8.4 Follow the procedures 4.7.4 up to 4.7.13.</p>		
<p>4.6 Conduct of Bid Opening</p> <p>4.6.1 Before the Conduct of Opening of Bids, the following shall be prepared:</p> <ul style="list-style-type: none"><li>- Attendance Sheet</li><li>- Voice Recorder</li><li>- Project Folder</li><li>- Invitation to Observers</li><li>- List of bidders who purchased the bidding documents</li><li>- Cutter/ Scissors</li><li>- Masking Tape</li><li>- Permanent Marker</li><li>- Bid Box key/s</li><li>- Multimedia Projector</li><li>- Document camera</li><li>- Microphone</li><li>- Name Plates</li><li>- Audio system</li></ul>		



4.6.2 During the conduct of Opening of Bids, the following shall be observed:

- 4.6.2.1 Establish the quorum and acknowledge the presence of the attendees;
- 4.6.2.2 Account all bid proposals received for the project starting from the earliest submission;
- 4.6.2.3 Open the 1<sup>st</sup> envelope (Eligibility and Technical Proposal) of all bidders who submitted on or before the deadline for submission and opening of bids;
- 4.6.2.4 Open the 2<sup>nd</sup> envelope (Financial Proposal) of all eligible bidders;
- 4.6.2.5 Take down notes on the matter that arises during the meeting;
- 4.6.2.6 Seal all the proposals submitted for the project and have it signed by all the BAC members present in the meeting.

4.6.3 After the conduct of the Opening of Bids the following activities shall be followed:

4.6.3.1 If with Bids received:

- 4.6.3.1.1 The TWG will proceed to Bid Evaluation Phase to determine the Lowest Calculated Bid;
- 4.6.3.1.2 The Secretariat will prepare Abstract of Bids as Read;
- 4.6.3.1.3 Receives Bid Evaluation Report from TWG and Prepares Notice of Lowest Calculated Bid (LCB);
- 4.6.3.1.4 Forwards the NLCB to BAC Support Head for initials and signature of





<p>4.6.3.1.5 the BAC Chairperson; Send out and confirm receipt of Notice of LCB;</p> <p>4.6.3.2 If no Bids received:</p> <p>4.6.3.2.1 Prepare a Resolution Declaring Failure of Bidding;</p> <p>4.6.3.2.2 Send a Memorandum to PD informing the status of the project;</p> <p>4.6.3.2.3 Prepare Minutes of Opening of Bids;</p> <p>4.6.3.2.4 Scan all the documents and save it in the file folder.</p>		
<p>4.7 Conduct of Bid Evaluation</p> <p>4.7.1 The BAC shall immediately conduct detailed evaluation of all bids using non-discretionary criteria;</p> <p>4.7.2 The BAC shall evaluate all bids on equal footing to ensure fair and competitive bid comparison;</p> <p>4.7.3 After all bids have been received, opened, evaluated and ranked, the BAC shall prepare the corresponding Abstract of Bids and Notice of Lowest Calculated Bid/s;</p> <p>4.7.4 Prepares Bid Evaluation Report;</p> <p>4.7.5 Send out Notice of Lowest Calculated Bid/s to concern bidder/s.</p>		
<p>4.8 Conduct of Post-Qualification</p> <p>The Lowest Calculated Bid/Highest Rated Bid shall undergo post-qualification in order to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents.</p> <p>4.8.1 Before the Conduct of Post-Qualification</p>		



4.8.1.1 Ensure that the following documents are at hand:

- Copy of final Bid Documents ;
- Copy 1 of Bid Proposal ;
- Copy of Supplemental Bid Bulletin/s, if any ;
- Copy of Abstract as Read ;
- Copy of Notice of LCB received by the concerned bidder ;
- Post-Qualification Documents submission, as stated in the Notice of LCB ;
- Samples/Demo Units, if any ; and
- Other pertinent documents related to the bidding at hand.

4.8.1.2 Preparation of the Notices:

- Notice of Joint Evaluation to End-user Agency TWG Representative;
- Notice of Invitation to Observers;
- Notice of Evaluation of Samples/Demo Units to concerned bidder/s, if applicable;
- Notices mentioned in 4.8.1.2 will be forwarded to the TWG Head/Assistant TWG Head for signature;
- Approved notices shall be forwarded to the Administrative Assistant for transmittal to concerned clients/observers.

4.8.2. During Post-Qualification

4.8.2.1 Ascertain the timeliness of the submission of the post-qualification documents.

4.8.2.2 Verify, validate and ascertain all statements made and documents submitted by the bidder with the LCB/HRB, using non-discretionary criteria, as stated in the Bidding Documents.

4.8.2.3 Bidder with the Lowest Calculated/Highest Rated bid passes all criteria for



<p>4.8.3</p>	<p>post-qualification, samples/demo units, if any, shall be subjected to testing through:</p> <ul style="list-style-type: none"> <li>- PS/Agency In-house testing;</li> <li>- Third party government accredited laboratory testing center/s.</li> </ul> <p>After Post-Qualification</p> <p>4.8.3.1 Prepare the draft Post Qualification Report and Test Result/s, if any.</p> <p>4.8.3.2 Submit to the Assistant TWG Head the Post Qualification and Test Result/s, if any, for review.</p> <p>4.8.3.3 Finalize the Post Qualification Report and Test Result/s, if any, for signature and presentation of the TWG Head to the BAC.</p> <p>4.8.3.4 Preparation of Notice of Post Qualification Report.</p> <p>4.8.3.5 Issue Notice of Lowest Calculated Responsive Bid/Post-Disqualification.</p>	
<p>4.9</p>	<p>Preparation of Notice of Award</p> <p>4.9.1 Prepare Resolution for Declaration of Bid/s as Responsive and Recommending Award of Contract/s;</p> <p>4.9.2 Prepares Notice of Award.</p>	

**5 RELATED PROCEDURES:**

Relate with Procedure on the Procurement Planning and Issuance of Notice of Award Processes



**6 EXHIBITS:**

a). Templates

1. Minutes of Meeting

**MINUTES OF MEETING**

Tuesday, May 24, 2016 9:00 AM CONFERENCE ROOM B

**MEETING CALLED BY**

**TYPE OF MEETING**

**PROJECT**

**REFERENCE NO.**

**ATTENDEES**

**CALL TO ORDER**

**HIGHLIGHTS OF ACTIVITY**

**OTHER MATTERS**

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OFFICE OF BIDS  
Public Bidding No. 16-051-I  
Supplies and Services of Office Computers for the Office of the Bids Committee of the Department of Public Works and Highways  
Date: 05/24/16



2. Bid Bulletin

**Bid Bulletin No. 1**  
**February 3, 2016**  
**Public Bidding No. 16-009-2**  
**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING**  
**OF VARIOUS GENERATING SET**

Please be informed that the Issuance of Bid Bulletin and Deadline for Submission and Opening of Bids for the abovementioned project shall be adjusted as follows:

**SECTION I. INVITATION TO BID**

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Activities	Schedule
Issuance of Bid Bulletin	January 28, 2016 February 3, 2016
Deadline for Submission and Opening of Bids	February 4, 2016: 9:00 AM February 11, 2016: 1:00 PM

*Chairperson, DBM-PS BAC II*

For the purpose of this Bulletin and for better understanding of its contents, the following rules shall apply: (a) double-dash (--) denotes deletion; (b) underline (u) denotes inclusion or new requirement; and "etc." denotes separation of phrases being amended from the rest of the main text.

3. Notice of Lowest Calculated Bid

No.: «CONTROL\_NO»

«DATE»

**NOTICE OF «SLCB» CALCULATED BID**

«AUTHORIZED REPRESENTATIVE»  
«COMPANY\_NAME»  
«ADDRESS»  
Mobile No: «MOBILE\_NUMBER»  
Telefax: «TELEPHONE\_NUMBER»  
Email: «EMAIL\_ADDRESS»

Dear [xxx]:

The Procurement Service- PhilGEPS (PS-PhilGEPS) has determined your bid for the following to be the «SCBLCB» Calculated Bid («SLCB1»):

PB	Lot	Description	Quantity	Total Bid Price <sup>2</sup>

In view thereof, you are hereby required to submit to the PS-PhilGEPS BAC Support Division the documents enumerated under **ITB Clause 29.2**, detailed under **BDS Clauses 29.2(a) and 29.2(c)**, of the bidding documents, as amended by Bid/Supplemental Bulletin if any is issued, within a non-extendible period of **three (3) calendar days** from receipt of this notice. In case the deadline of submission falls on Saturday, Sunday or Holiday the additional documents may be submitted on the next succeeding business day. Submission of additional documents shall be made within office hours, *i.e. 8:00AM to 6:00PM*. Submission beyond 6:00PM shall be treated as submitted the following business day. Submission of documents electronically or via email<sup>1</sup> is acceptable provided the documents are transmitted on or before the deadline as aforementioned. Submission of sample/s, if any is required, shall be governed by the applicable provisions of the bidding documents.

In case the additional documentary requirements and/or samples, if required, have already been submitted on or before the deadline of submission of bid proposal, the same need not be re-submitted. Failure of the bidder to submit the aforementioned additional documentary requirement/s within the period provided above or a finding

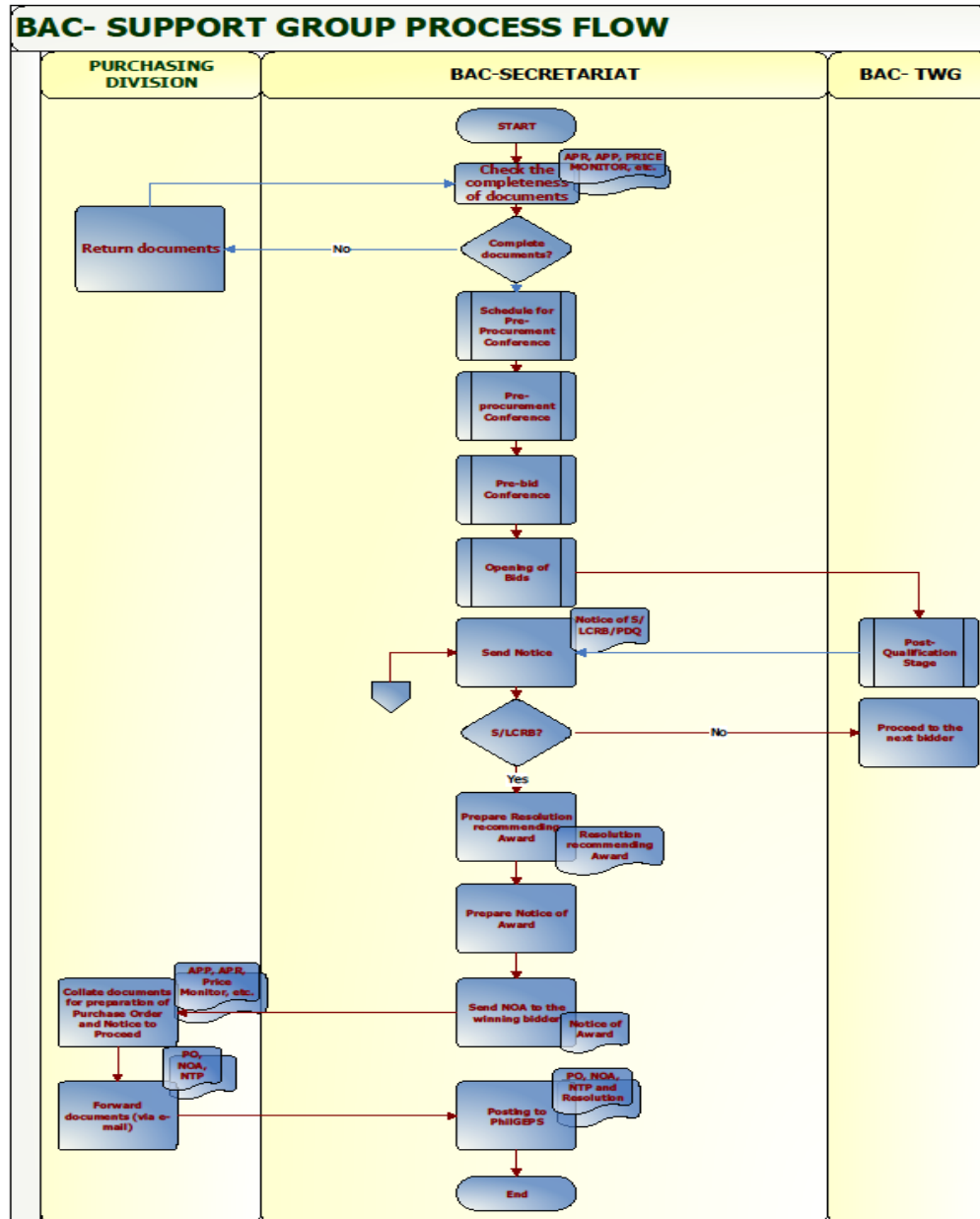
<sup>1</sup> Official email addresses are bacsec@procurement.gov.ph;  
<sup>2</sup> Bid as Calculated

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4. Notice of Award

b). Process Flow





FRONTLINE SERVICE

PROCUREMENT OF GOODS  
(BIDS AND AWARDS COMMITTEE (BAC) SUPPORT)

ANNEX 3

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