

BIDS AND AWARDS COMMITTEE



I. Vision

A competent, well-organized and dynamic procuring entity of the City Government, composed of efficient, courteous, and accommodating employees continuously innovating towards greater productivity and a more responsive system of service delivery that will help improve the quality of life for the citizens of Urdaneta City.

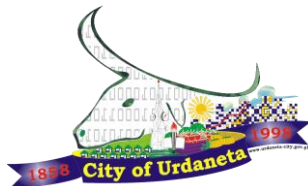
II. Mission

The Bids and Awards Committee is committed to promote good governance, and adheres to the principles of transparency, accountability, equity, efficiency and economy in its procurement process.

III. Goals and Objectives

The Bids and Awards Committee's goal is to undertake all procurement of Goods, Infrastructure and Consultancy for the City Government guided by the Revised Implementing Rules and Regulations of the Procurement Act, and to use the mandated Generic Procurement Manuals, Philippine Bidding Documents, and other Standard forms issued by the Government Procurement Policy Board.

BIDS AND AWARDS COMMITTEE
FRONTLINE SERVICE OFFERED



ASSISTANCE IN SECURING THE PHILGEPS CERTIFICATE

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
1. inform the interested suppliers to register in the Philgeps by applying on-line application through the website: (www.philgeps.gov.ph)	Thelma C. Aquino Almira S. Roxas Lourena Siborboro Marceley Espiritu	5-10 mins	P 5,000.00 to be paid in the Landbank	1. DTI Certificate 2. Mayor's Permit 3. Tax Clearance 4. PCAB Licence (Infra only) 5. Audited Financial Statement 6. Philgeps Sworn Statement	Approach our Information Staff and file the Client Service Feedback Form

ADVERTISE AND/OR POST BIDDING OPPORTUNITIES IN THE PHILGEPS (INCLUDING BIDDING DOCUMENTS) AND POSTING AT ANY CONSPICUOUS PLACE

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
1. Prepare all the needed Bid Documents 2. Go to website of Philgeps 3. Create Bid Notice Abstract (Invitation to Bid) 4. Attach the all bid docs required	Lourena Siborboro	20- 30 minutes per project or it depends on the speed of the internet and the Philgeps website	n/a	<u>Documents Required:</u> 1. Approved Purchase Request 2. Approved ALOBS 3. Approved Budget for the Contract 4. Approved Project Procurement Management Plan & Annual Procurement Plan 6. Approved Program of Work (Infra only) 7. Instructions to Bidders 8. Scope of Work (for Infra) 9. Plans/Drawings. & Technical Specifications 10. Form of Bid, Price Form, and List of Goods or Bill of Quantities 11. Bid Data Sheet 12. Form of Contract & general and Special Conditions of Contract	Approach our Information Staff and file the Client Service Feedback Form



Advertise or Post the Request for Quotations (Procurement of Infrastructure/Negotiated)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
1. Prepare the Bill of Quantities 2. Go to website of Philgeps 3. Create Bid Notice Abstract (Notice for Negotiated Procurement) 4. Attach the bill of quantities	Lourena Siborboro	5-10 minutes per project or it depends on the speed of the internet and the Philgeps website	n/a	Documents Required: 1. Approved Purchase Request with Complete Technical Specifications 2. Approved ALOBS 3. Approved Budget for the Contract 4. Approved Project Procurement Management Plan 6. Approved Program of Work (Infra only) 8. Scope of Work (for Infra) 9. Plans/Drawings. & Technical Specifications	

Advertise or Post the Request for Quotations (Procurement of Goods)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
1. Prepare the Request for Quotation 2. Go to website of Philgeps 3. Create Bid Notice Abstract (Notice for Negotiated Procurement) 4. Attach the Request for Quotation	Marcelly Espiritu	20- 40 minutes per project or it depends on the speed of the internet and the Philgeps website	n/a	Documents Required: 1. Approved Purchase Request with Complete Technical Specifications 2. Approved ALOBS 3. Approved Budget for the Contract 4. Approved Project Procurement Management Plan	



Advertise or Post the Request for Quotations (Procurement of Goods)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
1. The prospective bidder may inform the BAC Secretariat about his intention to participate the bidding of such procurement.	Thelma C. Aquino Almira S. Roxas Lourena Siborboro Marcely Espiritu	2 minutes		n/a	Approach our Information Staff and file the Client Service Feedback Form
2. The BAC Secretariat shall verify if the prospective bidder has log in in the Philgeps Website.	Lourena Siborboro Marcely Espiritu	3-6 minutes or it depends on the speed of the internet and the Philgeps website	n/a	n/a	
3. After verification by the BAC Secretariat if he had log in in the Philgeps, she issues a form payment with written description of the ff: 1. Name of Interested bidder 2. Name of Project 3. Amount to be paid	Thelma C. Aquino Almira S. Roxas Lourena Siborboro Marcely Espiritu	2 min	n/a	n/a	
4. The prospective bidder shall proceed to Treasury Office to pay the bid documents	Janine Cabrera	3 minutes	Bidders shall pay a fee for the Bidding documents pursuant to the Guidelines on the Sale of Bidding Documents	a. Form payment for Bid Documents from BAC Office	
5. The prospective bidder shall go to BAC Office to present the Official Receipt for the payment of the bid documents, then the BAC Secretariat shall issue the bid documents to the bidder.	Thelma C. Aquino Almira S. Roxas Lourena Siborboro Marcely S. Espiritu	3-10 minutes	n/a	Official Receipt of Payment	



Conduct of Pre-Bid Conference

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
<p>1. The pre-bid conference shall be held at least twelve (12) cd before the deadline for the submission and receipt of bids.</p> <p>2. The pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders before and during the Pre Bid Conference.</p> <p>3. The minutes of the pre-bid conference shall be recorded and prepared not later than five (4) cd after the pre-bid conference, and shall be made available to prospective bidders not later than five (5) days upon written request.</p> <p>3. Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) cd before the deadline for the submission and receipt of bids.</p>	<p><u>BAC Members:</u></p> <ol style="list-style-type: none"> 1. <u>Engr. Rodolfo S. Nido</u> 2. <u>MR/MS</u> 3. <u>MR/MS</u> 4. <u>MR/MS</u> 5. <u>MR/MS</u> 6. <u>MR/MS</u> 7. <u>MR/MS</u> <p><u>TWG Members:</u></p> <ol style="list-style-type: none"> 1. <u>MR/MS</u> 2. <u>MR/MS</u> 3. <u>MR/MS</u> 4. <u>MR/MS</u> 5. <u>MR/MS</u> <p><u>Provisional Members TWG Members:</u></p> <ol style="list-style-type: none"> 1. <u>MR/MS</u> 2. <u>MR/MS</u> <p><u>BAC Secretariat:</u></p> <ol style="list-style-type: none"> 1. <u>MR/MS</u> 2. <u>MR/MS</u> 3. <u>MR/MS</u> 4. <u>MR/MS</u> <p><u>Interested Suppliers/ Contractors</u></p>	<p>Starts at 10 AM of the scheduled date until it is finish</p>	<p>n/a</p>	<p>Bidding Documents</p>	<p>Approach our Information Staff and file the Client Service Feedback Form</p>



Receipt of Bids/Opening / Last day of Availability of Bidding Documents

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
<p>1. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously.</p> <p>2. The BAC shall open the bids immediately after the deadline for the submission and receipt of bids. The time, date and place of the opening of the bids shall be specified in the Bidding Documents.</p>	<p><u>BAC Members:</u></p> <ol style="list-style-type: none"> 1. <u>Engr. Rodolfo Nido</u> 2. <u>a</u> 3. <u>a</u> 4. <u>a</u> 5. <u>a</u> 6. <u>a</u> 7. <u>a</u> <p><u>Regular TWG Members:</u></p> <ol style="list-style-type: none"> 1. <u>a</u> 2. <u>a</u> 3. <u>a</u> 4. <u>a</u> 5. <u>a</u> 6. <u>a</u> <p><u>Provisional Members TWG Members:</u></p> <ol style="list-style-type: none"> 1. <u>a</u> 2. <u>a</u> <p><u>BAC Secretariat:</u></p> <ol style="list-style-type: none"> 1. <u>a</u> 2. <u>a</u> 3. <u>a</u> 4. <u>a</u> <p><u>Participating Suppliers/Contractors</u></p>	Starts at 10 AM of the scheduled date until it is finish	n/a	<p>Bidding Documents</p> <p><u>A. FOR THE PROCUREMENT OF GOODS:</u></p> <p><i>a. The first envelope shall contain the technical information/docs.:</i></p> <ol style="list-style-type: none"> 1. Philgeps Certificate 2. Statement of all On-going Government and Private Contracts 3. Statement of SLCC 4. NFCC Computation or committed Line of Credit 5. JVA or the Duly Notarized Statement 6. Bid Security 7. Technical Specifications, which may include production/delivery schedule manpower requirements/and/ or after-sales/parts, if applicable. 8. Omnibus Sworn Statement <p><u>B. FOR THE PROCUREMENT OF INFRASTRUCTURES:</u></p> <ol style="list-style-type: none"> 1. Philgeps Certificate 2. PCAB License or Registration 	Approach our Information Staff and file the Client Service Feedback Form



Undertake Bid Evaluation and Post Qualification

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
1. The post qualification shall verify, validate, and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid using non-discretionary criteria as stated in the Bidding Documents to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions specified in the Bidding Docs.	<u>Regular TWG Members:</u> 1. 2. 3. 4. 5. 6. <u>Provisional Members TWG Members:</u> 1. 2.	2cd (not more than 12 cds)	n/a	a. Legal Docs b. Technical Documents c. Financial Requirements	Approach our Information Staff and file the Client Service Feedback Form
2. The bidder must submit all Post-Qualification Requirements within 5 cds from receipt of notice as bidder with LCB		Within 5 cds from receipt of notice as bidder with LCB		1. Latest Income Tax & Business Tax 2. Other appropriate License & Permit	

Approval of resolution/Issuance of Notice to Award

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents	Procedure for the filing of Complaint
1. The BAC shall recommend to the City Mayor the award of Contract to bidder with LCRB after the post qualification process has been completed	<u>BAC Members:</u> 1. Engr. Rodolfo Nido 2. 3. 4. 5. 6. 7. End User, Head of the Requesting Office <u>BAC Secretariat:</u> 1. Engr. Thelma C. Aquino 2. Ms. Lourena Siborboro 3. Ms. Marcey S. Espiritu	1 cd (not to exceed 15 cds)	n/a	1. Resolution of The BAC recommending award 2. Abstract of Bids 3. Duly approved program of work or delivery schedule, and Cost Estimate; 4. Documents issued by appropriate entity authorizing the Procuring Entity to incur obligations for a specified amount 4. Other pertinent documents required by existing laws, rules, and /or by the City Government of Urdaneta	Approach our Information Staff and file the Client Service Feedback Form
1. In case of Approval, the HOPE shall immediately issue the Notice of Award to the bidder with the Lowest Calculated Bid	City Mayor		n/a	Approved Notice of Award	