<table>
<thead>
<tr>
<th>Documentary Requirements/Requisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAC Minutes of Meeting</td>
</tr>
<tr>
<td>Bidding Documents (by the end user)</td>
</tr>
<tr>
<td>Minutes of Pre-procurement Conference</td>
</tr>
<tr>
<td>Bidding Documents</td>
</tr>
<tr>
<td>Invitation to Bid</td>
</tr>
<tr>
<td>Final Bidding Documents for Posting</td>
</tr>
<tr>
<td>Copy (Abstract) of PhilGeps Posting</td>
</tr>
<tr>
<td>Invitation letters for the Observer</td>
</tr>
<tr>
<td>Minutes of Pre-bid Conference</td>
</tr>
<tr>
<td>Bid Bulletin</td>
</tr>
<tr>
<td>Invitation letters for the Observer</td>
</tr>
<tr>
<td>Receipt and Attendance Sheets</td>
</tr>
<tr>
<td>BAC Minutes (Bid Opening)</td>
</tr>
<tr>
<td>Abstract of Bids</td>
</tr>
<tr>
<td>Bid Evaluation Report (BER)</td>
</tr>
</tbody>
</table>

**PROCESS AND RESPONSIBILITY MATRIX: DILG 13 (REGIONAL OFFICE) PROCUREMENT PROCEDURES**

**GUIDE FOR PUBLIC BIDDING of GOODS AND SERVICES: > Php 500K**

## I. PREPARATION OF BIDDING DOCUMENTS

### Start

- **END-USER**
  - Prepares and facilitates approval of Purchase Request (PR) & Bidding Documents

- **BAC SECRETARIAT**
  - Treats approved purchase request and determines mode of procurement

### II. INVITATION TO BID

#### 2.1 Pre-procurement Conference

- **BAC MEMBER**
  - Calls for a Pre-procurement conference (may not be required for ABC Php2M & below)

- **BAC TWG**
  - Prepares Bidding Documents

#### 2.2 Advertise/Posting

- **END-USER**
  - Post Invitation to Bid (for 7 days) in: Newspaper (not required for ABC Php2M & below), PhilGeps, website & Conspicuous place

- **BAC SECRETARIAT**
  - Post bid bulletin/supplemental bid (if any) 7 days before the deadline of submission of bids

#### 2.3 Pre-bid Conference

- **END-USER**
  - Receives and Open quotations of at least 3 bidders (determine presence/absence of required documents)

- **BAC SECRETARIAT**
  - Conducts Pre-bid Conference (12 cd before deadline of submission of bids (required for ABC Php1M and above)

### III. RECEIPTS AND OPENING OF BIDS

- **END-USER**
  - Conducts bid evaluation (within 7cd upon the deadline of the receipt of bid proposal) to ascertain eligibility & lowest calculated bid and prepares abstract of bids

- **BAC MEMBER**
  - Assist the BAC in the initial evaluation of the bid (calculation & specification)

### IV. BID EVALUATION

- **BAC SECRETARIAT**
  - Assist the BAC in preparation of Abstract of Bids

- **BAC TWG**
  - Conducts bid evaluation (within 7cd upon the deadline of the receipt of bid proposal) to ascertain eligibility & lowest calculated bid and prepares abstract of bids

- **BAC MEMBER**
  - Assist the BAC in the initial evaluation of the bid (calculation & specification)
VI. POST QUALIFICATION

Prepares Resolution Recommending to HOPE the awarding of Contract to the LCRB

Determines & recommends lowest calculated & responsive bid

Conduct post qualification (within 7 cd after determination of LCB to determine responsiveness of bid)

VII. AWARD, IMPLEMENTATION AND TERMINATION OF THE CONTRACT

7.1 Contract Award

Prepares Resolution Recommending to HOPE the awarding of Contract to the LCRB

Prepares delivers Notice of Award to the LCRB (also requires LCRB to post performance security)

Determines & recommends lowest calculated & responsive bid

Approves BAC Resolution (within 7 cd) and signs Notice of Award to the LCRB

Upon submission of the LCRB of the performance security, signs Contract/PO (within 10 cd upon receipt of NOA) with the winning bidder

Issues Notice to Proceed (within 3 cd) to the winning bidder

7.2 Contract Signing and Issuance of Notice to Proceed

Post Notice to Proceed & Contract/PO (within 3 dc at PhilGeps, website & conspicuous place

NOTE: For submission to COA:
1. Copy of Contract or PO (within 5 working days from execution of the Contract).
2. Copy of Bid documents (of all bidders) in case of failure of bidding.