

[CDA RESOLUTION NO. 194, s. 1992, July 29, 1992]

IMPLEMENTING GUIDELINES FOR PUBLIC BIDDING

Objectives

To attain the most advantageous terms and for transparency in all transactions, contracts for services or for supply of materials and equipment to the Government amounting to P50,000 or more shall be entered into through public bidding except in the following cases:

- a. Whenever the services or supplies are urgently needed to meet an emergency which may involve the loss, or danger to, life and/or property;
- b. Whenever the services or supplies are to be used in connection with project or activity which cannot be delayed without causing detriment to the public service;
- c. Whenever the services or supplies are sold by an exclusive distributor or manufacturer who does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained elsewhere at more advantageous terms to the government;
- d. Whenever the service or supplies under procurement have been unsuccessfully placed on bid for at least two consecutive times, either due to lack of bidders or the offers received in each instance were exorbitant or do not conform to specifications.
- e. In cases where it is apparent that the requisition of the needed services or supplies through negotiated transaction is most advantageous to the Government to be determined by the Agency Head concerned; and
- f. Whenever the purchase is made from an agency of the government.

Invitation to Bid

Invitation to bid may be done in any of the following manner:

- 1. By publication in at least two (2) newspapers of general circulation at least one week before the opening of the bids. Likewise, the invitation to bid shall be posted in at least three (3) conspicuous public places including at least one office bulletin board.
- 2. By furnishing copies of the Invitation to Bid to all known prospective bidders or known dealers in the Philippines at least seven (7) days prior to the date of the opening of the bids.

The decision as to when to advertise the bids by publication in newspapers of general circulation is left to the decision of the Bids and Awards Committee, (BAC) subject to the approval of the Executive Director. The cost of such advertisement in relation to the value of articles/services to be purchased/contracted shall be taken into consideration in consultation with the Finance Division and Cooperative Research Information Training Division (CRITD).

The invitation to bid shall contain among others the following information:

1. invitation number and date;
2. date and time of opening of bids;
3. quantity of supplies and services;
4. description and specifications;
5. terms and conditions of contracts;
6. bond requirement (10% of bid price);
7. right to accept and reject bid (government reservation clause) and waive any condition or term;
8. delivery period; and

Requirements to Qualify to Bid*

TO QUALIFY FOR BIDDING, the bidder must pass the two pre-qualification stages.

First stage, the bidder must submit to the Secretary of the Bids and Awards Committee the following pre-qualification requirements:

1. S.E.C. Certificate of Registration
2. Audited Financial Statement for the past two (2) years
3. Certificate of Exclusive Distributorship
4. Certificate to Legal Bios
5. Certificate from Federal Communications Commission
6. Certificate from Underwriters Laboratories
7. Income Tax Return for the last two years
8. Administrative Order 200 (Bill of lading, Packing list, O.R. from Bureau of Customs)

The second stage of pre-qualification of equipment to be bidden will be a technical

evaluation of all units from a government agency (National Computer Center, TLRC, DAP, etc.) capable of evaluating Information Technology (IT) equipment.

Submission of Bids

1. Bids shall be submitted in a sealed envelope with the name of the items/services to be bid and the name of the bidder written in capital letters, addressed to the Bids and Awards Committee of the Authority.
2. Bids shall be received on or before the designated time and date to be eligible for consideration.
3. Bids may be withdrawn only in writing before the time set for the opening of the bids in which case his bid shall be returned to him "unread".
4. A bid which is not accompanied by a bid bond shall be rejected outright.
5. In every bidding there shall be at least two (2) competing bidders. In case there is only one bidder, the bid shall be returned unopened and a rebidding shall be advertised anew.

Opening of Bids

Bids shall be opened at a place, date and time specified in the advertisement by the Bids and Awards Committee. The bidder or their duly authorized representative shall attend the opening of the bids. Every page of the original copies of all bids received and read must be initialed by all members of the Bids and Awards Committee and the Auditor's representative.

After all bids have been received and opened, the corresponding abstract of bids shall be prepared. The abstract of bids shall be signed by all members of the BAC, attaching thereto all the bids with the corresponding bid bond (Bidders bond equivalent to 10% of bid price which shall be in the form of cash, manager's check, certified check, bank draft or a surety bond issued by the GSIS) and the minutes or proceedings of the bidding. The abstract of bids shall contain the following:

1. name of supplies/equipment or services bid out;
2. time, date and place of bidding;
3. names of bidders and their corresponding bids arranged from the lowest to highest, the amount of bond and the name of the surety company.

Criteria in Making Awards

The following points are to be considered in making awards:

a) Technical Evaluation.....	30%
b) Price (Cost)*	50%
c) Support.....	20%

Total	<hr/> 100%
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