

## **BIDS AND AWARDS COMMITTEE**

Office

# **PROCUREMENT OF GOODS AND SERVICES, CONSULTING SERVICES AND CIVIL WORKS**

Frontline Service

**ENGR. BENITO MALIG**

BAC Chairman

### ❖ **ABOUT THE SERVICE:**

Procurement of the Municipality of Porac, Pampanga are based on its Annual Procurement Plan prepared and submitted during budget deliberation. All offices are assured of the availability of goods and services since procurement amounting to P 250,000.00 and below are made through Shopping method. Above such amount, a competitive bidding is done. BAC ensures that the procurement process is competitive, transparent and opened to public monitoring. Suppliers and contractors are invited to this type of procurement.

### ❖ **REQUIREMENTS:**

#### ***For Eligibility:***

#### **Class "A" Documents**

1. DTI business name registration or SEC registration certificate
2. Valid and current Mayor's Permit/Municipal License
3. Taxpayer's Identification Number
4. BIR Tax Clearance
5. PhilGeps Registration Certificate
6. Statement of ongoing and similar completed Gov't. and Private contracts, including awarded but not yet started contracts
7. Articles of Incorporation, if any
8. Statement of the prospective bidder that it is not "blacklisted"
9. Audited financial statements, stamped, received by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing the total assets and liabilities
10. Computation of Net Financial Contracting Capacity (NFCC) or Certificate of commitment specific for the contract, issued by a licensed bank to extend a credit line if awarded the contract or Cash deposit certificate at least equal to ten (10) percent of ABC

**Additional Requirements:**  
***For Supplier of Goods & Services***

**Class "A" Documents**

1. Copies of end-user's acceptance letter for completed projects
2. Specification whether or not the prospective bidder is a manufacturer, supplier or distributor

**Class "B" Documents**

3. Duly signed letter authorizing the BAC or its duly authorized representative to verify any or all of the documents submitted for eligibility check
4. Valid joint venture agreement in case of a joint venture
5. Duly signed certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct
6. Sworn affidavit of the bidder that it is not related to the head of the procuring entity, members of the BAC, TWG and Secretariat and members of the PMO and the designers of the project, by consanguinity or affinity up the third civil degree

***For Civil Works (Infrastructure Projects)***

**Class "A" Documents**

1. Valid PCAB License
2. Valid joint venture agreement, in case of a joint venture
3. Letter authorizing the BAC to verify all docs for eligibility check
4. Certificate under oath that each docs submitted are authentic and original copies.
5. Statement of availability of key personnel that may be used for contract, supported with the list using Form SF-INFR-47 and SF-INFR-48
6. Statement of availability of equipment owned, under lease and/or purchase agreement that may used for the contract, supported with the list using Form SF-INFR-49

**Class "B" Documents**

7. Duly signed letter authorizing the BAC or its duly authorized representative to verify any or all of the documents submitted for eligibility check
8. Valid joint venture agreement in case of a joint venture
9. Duly signed certification under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct

10. Sworn affidavit of the bidder that it is not related to the head of the procuring entity, members of the BAC, TWG and Secretariat and members of the PMO and the designers of the project, by consanguinity or affinity up the third civil degree

***For Consultancy Services***

1. Duly signed statement on the types and number of equipment that the consultant owns, under lease or purchase agreements
2. Duly signed statement of the kinds and number of its ownership and key staff, partners or Principal officers, if a juridical entity.
3. That, when the types and fields of consulting services in which the entity wishes to engage involve professions regulated by the laws of the Philippines, the owner and key staff, and all the partners of the professional partnership firm, as the case may be, and those who will actually perform the service, are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, if a juridical entity.
4. Duly signed statement on the prospective bidders technical competence, experience and staff capabilities, if a juridical entity.
5. Duly signed statement of his/her citizenship, if an individual.
6. When the types of fields of consulting services in which he wishes to engage involve professions regulated by the laws of the Philippines, he is a registered professional authorized by the appropriate regulatory body to practice those professions and allied professions, if an individual.
7. Other appropriate licenses as may be required by the procuring entity

❖ **FEES:**

Based on the Municipal Ordinance No. 14-2007

Bidding Documents:

- |   |   |            |
|---|---|------------|
| 1. For ABC worth P 1 million and below      | - | P 1,000.00 |
| 2. For ABC worth P 1 million to P 3 million | - | P 2,000.00 |
| 3. For ABC worth P 3 million and above      | - | P 3,000.00 |

❖ **HOW TO AVAIL OF THE SERVICE:**

**A. Public Bidding:**

**For contracting of infrastructure project:**

	<b>Procedures</b>	<b>Processing Time</b>	<b>Person/s Responsible</b>
1.	Receive Letter of Intent from interested contractor for bidding.	1 minute	BAC Secretariat
2.	Issue Checklist for Eligibility documents.	10 minutes	BAC TWG
3.	Receive eligibility documents.	1 minute	BAC Secretariat
4.	Secure bidding documents such as eligibility, technical & financial documents: a. Receive request for the bidding documents from interested supplier/contractor.	1 minute	
	b. Prepare order of payment.	2 minutes	
	c. Receive payment and issue an Official Receipt.	2 minutes	
	d. Record and release certified true copy of bid document.	10 minutes	
5.	Receive bid proposals.	1 minute	BAC Secretariat
6.	Opening of the bids	1 hour	BAC Members, TWG, Secretariat End-Users, Bidders & Observers

**B. For Goods:**

	<b>Procedures</b>	<b>Processing Time</b>	<b>Person/s Responsible</b>
1.	Secure bidding documents such as eligibility, technical & financial documents: a. Receive request for the bidding documents from interested supplier/contractor.	1 minute	BAC Secretariat
	b. Prepare order of payment.	2 minutes	
	c. Receive payment and issue an Official Receipt.	2 minutes	
	d. Record and release certified true copy of bid document.	10 minutes	
2.	Receive bid proposals.	1 minute	BAC Members, TWG, Secretariat End-user, bidders & observers
3.	Opening of the bids	1 hour	

**C. For consultancy services:**

	<b>Procedures</b>	<b>Processing Time</b>	<b>Person/s Responsible</b>
1.	Receive Letter of Intent from interested consultant for bidding.	1 minute	BAC Secretariat
2.	Issue Checklist for Eligibility documents.	10 minutes	BAC TWG

3.	Receive eligibility documents.		
4.	Secure bidding documents such as eligibility, technical & financial documents: a. Receive request for the bidding documents from selected bidders through short-listing. b. Prepare order of payment. c. Receive payment and issue an Official Receipt. d. Record and release certified true copy of bid document.	1 minute  2 minutes 2 minutes  10 minutes	BAC Secretariat
5.	Receive bid proposals.	1 minute	BAC Secretariat
6.	Opening of the bids	1 hour	BAC Members, TWG, Secretariat End-Users, Bidders & Observers