

Office of the Chairman for Bids and Awards Committee

Profile

The Office of the Bids and Awards Committee ensures that all the procurement activity of the University is in accordance with the Implementing Rules and Regulations of Republic Act 9184.

Location

Office of the BAC
Ground Floor, CITE Building, Main Campus I
Office of the BAC Chairman
2nd Floor, CITE Building, Main Campus I

Contact Details

(043)980-0385; 980-0392 to 0394 local 1811

bids awards@yahoo.com

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/ LOCATION
1. Public Bidding for the Procurement of Civil Works	Contractors	Presentation of Letter of Intent and payment of Eligibility Documents	Depends on the procurement schedule Monday to Friday 8:00 AM to 5:00 PM	Depends on the Approved Budget for the Contract (ABC)	Eligibility Forms	Earliest possible time- 28 calendar days Latest allowable time – 113 calendar days	1. Clerk at the BAC Office, Ground Floor, CITE Bldg., Main Campus I and / or Clerk at the Office of the BAC Chairman, CITE Bldg., Main Campus I 2. Cashiers Office, Ground Floor, Student Center Building, Main Campus I

2. Public Bidding for the Procurement of Goods	Suppliers	Payment for Bid Documents	Depends on the procurement schedule Monday to Friday 8:00 AM to 5:00 PM	Depends on the Approved Budget for the Contract (ABC)	Bid Documents	Earliest possible time- 28 calendar days Latest allowable time – 124	1. Clerk at the BAC Office, Ground Floor, CITE Bldg., Main Campus I and / or Clerk at the Office of the BAC Chairman, CITE Bldg., Main Campus I 2. Cashiers Office, Ground Floor, Student
						calendar	Center Building, Main
						days	Campus I
3. Public Bidding for the Procurement of Consulting Services	Consultants	Presentation of Letter of Intent	Depends on the procurement schedule Monday to Friday 8:00 AM to 5:00 PM	Depends on the Approved Budget for the Contract (ABC)	Bid Documents	Earliest possible time- 34 calendar days Latest allowable time – 170 calendar days	1. Clerk at the BAC Office, Ground Floor, CITE Bldg., Main Campus I and / or Clerk at the Office of the BAC Chairman, CITE Bldg., Main Campus I
4. Public Bidding for the Rentals of University Facilities	Bidders	None	Depends on the procurement schedule Monday to Friday 8:00 AM to 5:00 PM	None	None	Earliest possible time- 28 calendar days Latest allowable time – 124 calendar days	1. Clerk at the BAC Office, Ground Floor, CITE Bldg., Main Campus I and / or Clerk at the Office of the BAC Chairman, CITE Bldg., Main Campus I

Public Bidding for the Procurement of Civil Works

Schedule of Availability of Service

January to December Monday-Friday 8:00-12:00 am and 1:00-5:00 pm

Who May Avail of the Service

Contractor who is eligible and qualified to participate in public bidding

What are the Requirements

- a. Letter of Intent
- b. (Others) as required by RA 9184(ITB Clause 12, 13 and 28)

How to Avail of the Services

Step	Applicant/Client Activity	Services Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge / Service Provider	Fees	Form	Troutput
1	Advertisement of	Prepares schedule of	7 calendar days at	BAC Chairman	None	None	IAEB are advertised at the Government
	the new project	bidding, invitation to	the PhilGeps	Clerk at the			Electronic
		apply for eligibility and to bid and advertise the	Website, at least 15 days at the	Office of the BAC Chairman (CITE			Procurement System (G-EPS) and
		invitation	University premises	Bldg)			the conspicuous place in the
		Prepares schedule of	At least 21 calendar	Clerk at the			University
		bidding, bidding documents and advertise	days at the PhilGEPS and University	Office of the BAC Chairman	(0)	RAICE	Invitation to Bid (ITB) is advertised
		the invitation to bid	Website and at	2 nd Floor CITE		EXC	at the PhilGEPS and
			conspicuous places at the premises of	Bldg., GPB Campus I		PHIL	University Website
			the University				conspicuous places
							at the premises of the University

	Contractor Presents	Receives letter of intent,	Upon advertisement	Clerk at the	None	None	Bidder will pay the
2	their Letter of Intent	introduce the background	of ITB up to the last	Office of the BAC	7,0776	7,07,0	Bidding Documents
	to participate the	of the project and	day of Step 3	Chairman			Fee at the Cashiers
	bidding	eligibility requirements		2 nd Floor CITE			Office
	o.u.ug	particularly experience		Bldg., GPB			0,,,,,,,
		particularly emperioned		Campus I			
	Availability and	Directs the bidder to the	Within 7 calendar	Clerk at the	Depends	Bid	Bid documents are
3	issuance of Bid	cashiers office to pay the	days after the	Office of the BAC	on the	Documents	issued to eligible
	Documents	bidding documents and	issuance of Notice of	Chairman (CITE	ABC of		bidders
		issues the prepared bid	Eligibility	Bldg) and/or	the		
		documents to the bidders	0 7	Clerk at the	Project		
		upon presentation of the	From Step 1 up to	Office of the BAC	.,		Bid documents are
		proof of payment	the last day of Step3	(CITE Bldg)			issued to bidders
		process or paryment		(0=6)			
				Clerk at the			
				Office of the BAC			
				Chairman			
				2 nd Floor, CITE			
				Bldg., GPB		A	TE
				Campus I		/ S 1 F	
		Conducts conference to		,			
4	Pre Bid Conference	clarify matters pertaining	1 calendar day after	BAC Chairman,	None 🔻	None	Conference
		to the Procuring Entity's	the last day of	Members,	1057		conducted
		Rules and Regulations,	issuance of bid	Observers,			
		preparation of bid	documents	Secretariat, TWG,			
		documents and schedule		End User and			
		of requirements		Clerk			
		·					
						100 mg	orus
		Conducts conference to	At least seven (7)				903
		clarify matters pertaining	days after			D.V.G	PLLENCE
		to the Procuring Entity's	advertisement		1		
		Rules and Regulations,	(Step1)			PHIL	IPPINES
		preparation of bid					
		documents, Bill of					
		Quantities, Scope of					

	Supplemental Bid Bulletin	Works, Plans and Drawings and Specifications of Finishes and Materials Prepares supplemental bid bulletin regarding the changes agreed during the pre bid conference	1 calendar day after pre bid conference At least 7 days before step 5	BAC Chairman, Clerk at the Office of the BAC Chairman TWG, BAC Chairman and Clerk at the Office of the BAC Chairman	None	None	Supplemental Bid Bulletin issued to bidders
5	Submission and Opening of Bids	Conducts preliminary evaluation of the submitted documents and determine compliance of the bidders to the documents required	12 days after the pre bid conference	BAC Chairman, Members, Observers, Secretariat, TWG, End User and Clerk	None	None	Determined the compliance of the bidders to the documents required by the BAC
	Motion for Reconsideration of Non Complying Bidders	Resolves motion for reconsideration	FILING: within 3 days after issuance of Notice of Non Compliance ANSWER: within 3 days after filing of motion for reconsideration	BAC Chairman, Members, TWG and End User	None	None	Output depends on the grounds of Non Compliance
6	Bid Evaluation (and Post Qualification) Separate procedure	Conducts thorough evaluation on the bill of quantities and detailed estimates Conducts thorough	Within 3 days after opening of bids	BAC Chairman, Members, TWG, End User	None	None	TWG Report Bid Evaluation and Post Qualification Reports

		evaluation on the submitted documents					Abstract of Bid as Calculated
7	Evaluation of Technical Working Group	Conduct thorough evaluation on the Technical Documents particularly Bill of Quantities, Detailed Estimates, Availability of Equipment and Personnel Committed for the Project	Within 5 days after Step 6	Members of the Technical Working Group	None	None	Post Qualification Report of the TWG Request for Post Qualification Documents
8	Post Qualification	Request for additional requirements and conducts thorough evaluation on the Bill of Quantities and detailed estimates	Within 5 calendar days after bid evaluation	BAC Chairman, Members, TWG, End User	None	None	Post Qualification Reports Ranking of Bidders Post Qualification
		Upon submission of the Post Qualification Report by the TWG, prepares a Request for Post Qualification documents and send to the lowest calculated	One to two days upon submission of the Post Qualification Report by the TWG			STA	Report
9	BAC Resolution and recommending approval (and Notice of Award and Notice of Bidding Result)	Prepares resolution and recommends (to the higher authority the award of contract) Prepares BAC Resolution and secure signature of members	Within 3 days after bid Evaluation Within 3 days after Post Qualification	BAC Chairman, Members, TWG, End User and University President BAC Chairman, Members, TWG, End User	None	None	BAC Resolution Notice of Award Notice of Bidding Result BAC Resolution signed by Members and endorsed to the Office of the Board Secretary for BOR approval

	Approval by the Higher Authority	Endorsement for Approval of BAC Resolution and Notice of Award	Within one day after approval by the BOR	BAC Chairman and Clerk at the Office of the BAC Chairman	None	None	Endorsement for Approval of BAC Resolution and Notice of Award signed by the University President
10	Notice of Award (and Notice of Bidding Result)	Notify bidders on the results of the Bidding process and requires the winning bidder to secure the performance bond Issued Notice of Award to the Lowest Calculated and Responsive Bidder and requires to secure the performance bond	1 calendar day after the approval of the BAC Resolution	BAC Chairman, University President and Clerk at the Office of the BAC Chairman (CITE Bldg) Clerk at the Office of the BAC Chairman and Winning Bidder	None	None	Notice of Award (NOA) received by the winning bidder Winning Bidder secure a performance bond
11	Contract Preparation Contract Preparation, Contract signing and Issuance of Notice to Proceed	Prepares Construction Agreement Prepares Construction Agreement upon receipt of performance bond	Subject to the Approval of the Board of Regents through Board Meeting or Referendum Within 7 days upon receipt of performance bond	Technical Working Group – Legal Clerk at the Office of the BAC Chairman, Winning Bidder (together with its witness) and University President (together with its witness)	None	None	Construction Agreement approved by the BOR Construction Agreement signed and Notice to Proceed (NTP) issued

12	Preparation of Documents and Submission to COA	Documents are prepared and submitted to Commission on Audit (COA) Office	Within 5 days after conformity to Notice to Proceed (NTP)	Clerk at the Office of the BAC Chairman		Documents received by Commission on Audit (COA) Office
	Preparation of Documents and Submission to Special Projects and Accounting Offices	Documents are prepared and submitted to Special Projects and Accounting Offices	Within 5 days upon receipt of the Request for Advance Payment			Documents received by the Special Projects and Accounting Offices
	·	·	END OF TRANSACT	TION	·	



Public Bidding for the Procurement of Goods

Schedule of Availability of Service

January to December Monday-Saturday 8:00-12:00 am and 1:00-5:00 pm

Who May Avail of the Service

Depends on the Goods to be procured

What are the Requirements?

- a. Letter of Intent
- b. Purchase of Bid Documents
- c. (Others) as required by RA 9184(ITB Clause 12, 13 and 28)

How to Avail of the Services

Step	Applicant/Client Activity	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form	Output
		Prepares schedule of	7 calendar days at	BAC Chairman	None 🥏	None	IAEB are advertised
1	Advertisement of	bidding, invitation to	the PhilGEPS, at least	Clerk at the			at the G-EPS and the
	the project	apply for eligibility and	15 days in the	Office of the			conspicuous place in
		to bid and advertise the	University Premises	BAC Chairman			the University
		invitation		(CITE Bldg)			
						To a	Invitation to Bid
			At least 21 calendar		100	1000	(ITB) is advertised at
		Prepares Schedule of	days at the PhilGEPS				the PhilGEPS and at
		Bidding, Bidding	and University		\.	EXC	the University
		Documents and	Website and at the			PHI	Website and at the
		advertise the Invitation	conspicuous places at			all	conspicuous place at
		to Bid (ITB)	the premises of the				the premises of the
			University				University
2	Suppliers presents	Receives letter of intent,	Upon advertisement	Clerk at the	None	None	Bidder / Supplier will

	their letter of	introduce the	of Invitation to Bid	Office of the			pay the Bidding
			1 -				
	intent to	background and	(ITB) and up to the	BAC Chairman			documents fee at
	participate in the	eligibility requirements	last day of step 3	2 nd Floor, CITE			the Cashiers Office
	bidding	of the project		Bldg., GPB			
		particularly experience		Campus I			
3	Availability and	Directs the bidder to pay	Within 7 calendar	Clerk at the	Depends on	Bid	Bidders are issued
	issuance of Bid	for the documents at	days after posting of	Office of the	the	Documents	the Bid Documents
	Documents	the cashiers office	the invitation	BAC Chairman	Approved		upon presenting the
		before issuing the		(CITE Bldg)	Budget for		Official Receipt
		documents		and/or Clerk at	the Contract		
			From step 1 and up	the BAC Office	(ABC) of the		Bid Documents are
		Directs the bidder to the	to the last day of step	(CITE Bldg)	Project		issued to bidders
		cashiers office to pay the	5	-			
		bidding documents and		Clerk at the			
		issues the prepared bid		Office of the			
		documents to bidders		BAC Chairman			
		upon presentation of the		2 nd Floor, CITE			
		proof of payment		Bldg., GPB			
		p. 10, 10, 10, 11, 11, 11, 11, 11, 11, 11,		Campus I			TD
4	Pre Bid Conference	Conducts conference to	1 calendar day after	BAC Chairman,	None	None	Conference
		clarify matters	the last day of	Members,	/		conducted
		pertaining to the	issuance of bid	Observers,	/ =		00.1000
		Procuring Entity's Rules	documents	Secretariat,	10		
		and Regulations,	documents	TWG, End User			
		preparation of bid		and Clerk			
		documents and other		and Clerk			
		matters pertaining the					
		procurement at hand.	At least 7 days often			200	
		Constructor or of constructor	At least 7 days after		165	VICE	THE THE PARTY OF T
		Conducts conference to	the advertisement				1903
		clarify matters	(Step 1)			PAY CONT	ELLENCE
		pertaining to the				PHI	IPPINES
		Procuring Entities Rules				· ill	IPPIN
		and Regulation,					
		preparation of bid					
		document, technical					

		specifications and schedule of requirements Prepares supplemental					
	Supplemental Bid Bulletin	bid bulletin regarding the changes agreed during the pre bid conference	1 calendar day after pre bid conference Within 7 days before step 5	BAC Chairman, Clerk at the Office of the BAC Chairman	None	None	Supplemental Bid Bulletin issued to bidders Supplemental Bid Bulletin is posted to PhilGEPS Website and issued to bidders
5	Submission and Opening of Bids	Conducts preliminary evaluation of the submitted documents and determine compliance of the bidders to the documents required	12 days after the pre bid conference	BAC Chairman, Members, Observers, Secretariat, TWG, End User and Clerk	None	None	Determined the eligibility and compliance of the bidders to the documents required by the BAC Determined the eligibility and compliance of the bidders to the documents required by the IRR
	Motion for Reconsideration of Ineligible and Non Compliance Bidders	Resolves motion for reconsideration	FILING: within 3 days after issuance of Notice of Ineligibility ANSWER: within 3 days after filing of motion for reconsideration	BAC Chairman, Members, TWG and End User	None	None	Output depends on the grounds of Non Compliance
6	Bid Evaluation	Conducts thorough evaluation on the bill of	Within 3 days after opening of bids	BAC Chairman, Members, TWG,	None	None	Abstract of Bid as Calculated

		quantities and detailed estimates		End User			
7	Evaluation of the Technical working Group	Conducts thorough evaluation on the Compliance to the Technical Specifications and Schedule of Requirements	Within 5 days after Step 6	Members of the Technical Working Group	None	None	Post Qualification Report of the TWG
8	Post Qualification	Upon submission of the Post Qualification Report by the TWG, prepares a request for Post Qualification documents and send to the lowest calculated bidder	1 day upon receipt of the TWG Report	BAC Chairman and Clerk at the Office of the BAC Chairman	None	None	Request for Post Qualification Documents
	Submission of the Post Qualification Documents by the Bidder	Receipt of Post Qualification Documents	Within 3 days upon receipt of the bidder of the Request for Post Qualification documents	BAC Chairman, Clerk at the Office of the BAC Chairman	None	None	Post Qualification Report
9	BAC Resolution and recommending approval	Prepares resolution and recommends to the higher authority the award of contract	Within 3 days after Post Qualification	Clerk at the Office of the BAC Chairman, BAC Chairman, Members, TWG, End User and University President	None	None	BAC Resolution
	Approval by the Higher Authority	The result of the project is presented to the Board of Regents for Approval		University President and Board of Regents	None	None	Approval of P Resolution and Notice of Award
1		Notify bidders on the					Notice of Award

	and Notice of Bidding Result	process and requires winning bidder to	Resolution	and University		I	1
	Bidding Result	winning bidder to		and Oniversity			Result
		•		President			
		secure the Performance					
		Bond					
							Winning Bidder/s
	Notice of Award	Issued Notice of Award		BAC Chairman,			are notified
		to the Lowest Calculated		University			
		and Responsive Bidder		President and			
		and requires to secure a		Clerk at the			
		Performance Bond		Office of the			
				BAC Chairman			
11	Preparation of	Purchase Order	Within 7 days upon	Clerk at the	None	None	Purchase Order
	Purchase Order		receipt of the	Office of the			certified by the
			Performance Bond	BAC Chairman			Accountant as to the
							availability of Funds
							and approved by the
							higher authority and
\longrightarrow						CT	sends to supplier / s
12	Preparation of	Documents are prepared	Within 5 days after	Clerk at the	/		Documents received
	Documents and	and submitted to COA	conformity to the	Office of the	None	None	by the COA Office
	submission to COA	Office	Purchase Order	BAC Chairman	/- \		
							Documents received
			Within 5 days before				by the Supply Office
	Preparation of	Documents are prepared	the delivery of the				
	documents and	and submitted to Supply	goods procured				
	Submission to the	Office					
	Supply Office						
			END OF TRANSA	ACTION	100		TOTAL .

Public Bidding for the Procurement of Consulting Services

Schedule of Availability of Service

January to December Monday-Saturday 8:00-12:00 am and 1:00-5:00 pm

Who May Avail of the Service?

Depending on the Nature of the Project

What are the Requirements

- c. Letter Expression of Interest
- d. As per RA 9184

How to Avail of the Services

Step	Applicant/Client Activity	Services Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form	AToutput
1	Advertisement	Prepares schedule of bidding, invitation to apply for eligibility and to bid and advertise the invitation	7 calendar days	BAC Chairman Clerk	None	None	the G-EPS and the conspicuous place in the University Request for Expression
		Prepares schedule of bidding, request for expression of interest and advertise the request	7 calendar days from the date of advertisement	BAC Chairman and Clerk at the Office of the BAC Chairman		PH	for Interest is advertised at the PhilGEPS and University Website and at the conspicuous places at the premises of the University
2	Submission of	Receives letter expression of interest and directs the	Within 7 calendar days after the last	BAC Chairman or Clerk at the	None	None	Receipt of the bidders letter of intent upon

	Letter of Intent and eligibility documents	bidder to pay for the eligibility documents Receives eligibility documents within 7 calendar days after the last day of advertisement Receives letter expression of interest and Eligibility	day of advertisement From day 1 of	Offices of the Chairman or Clerk at the BAC Office			presentation of proof of payment Receipt of eligibility requirements Receipt of the bidders letter expression of interest Receipt of eligibility
		Documents of the Bidder	advertisement up to the last day of advertisement	BAC Chairman and Clerk at the Office of the BAC Chairman			requirements
3	Eligibility Checking, Short Listing and Result of eligibility checking	Conducts eligibility checking to determine the eligibility of the prospective bidders Presents to the University President the List of Short Listed Bidders Sends notice to bidders on the result of eligibility checking	Within 3 calendar days after the last day of submission of eligibility documents	BAC Chairman, Members, TWG, University President	None	None	Determined the eligibility of the bidders Presented the list of short listed bidders to the University President Bidders are notified on the results of eligibility checking
4	Availability and issuance of Bid Documents	Directs the bidder to pay for the documents at the cashiers office before issuing the documents	7 days after posting of the invitation Within 7 days after sending notice of eligibility	BAC Chairman or Clerk at the Office of the BAC Chairman or Clerk at the BAC Office Clerk at the Office of the BAC Chairman	Depends on the ABC of the Project	Bid Documents	Bidders are issued the Bid Documents upon presenting the Official Receipt

		Conducts conference to	1 calendar day	BAC Chairman,	None	None	Conducted pre bid
5	Pre Bid Conference	clarify matters pertaining	after the last day of	Members,			conference
		to the Procuring Entity's	issuance of bid	Observers,			
		Rules and Regulations,	documents	Secretariat,			
		preparation of bid		TWG, End User			
		documents and other	Within 7 days from	and Clerk			
		matters pertaining the	step 4				
		procurement at hand					
		Issues supplemental bid					
	Supplemental Bid	bulletin regarding the	1 calendar day	BAC Chairman	None	None	Supplemental Bid
	Bulletin	changes made agreed	after pre bid	and Clerk at the			Bulletin are sent to
		during the pre bid	conference	Office of the			bidders
		conference		BAC Chairman			
		Conducts preliminary					Determined
6	Submission and	evaluation of the	12 days after the	BAC Chairman,	None	None	compliance of the
	Opening of Bids	submitted documents	pre bid conference	Members,			bidders to the
		and determine		Observers,			documents required
		compliance of the bidders		Secretariat,			by the BAC
		to the documents		TWG, End User		CT	ATE
		required		and Clerk		(7)	
		Conducts thorough			/		
7	Bid Evaluation	evaluation on the	21 calendar days +	BAC Chairman,	None	None	Bid Evaluation Reports
		proposal submitted by	2 calendar days for	Members, TWG,	/ (0/	and Approved Ranking
		the bidders	approval of ranking	End User			
	Approval of						
	Ranking	Presents ranking for					
		approval of the University					
		President					
	N .:C: .: C	N 116			\(2 Pica	The state of the s
	Notification for	Notifies winning bidder			//		1903
	Negotiation	for negotiation and					ACELLENCE
		discussion of the terms				PH	LIPPINES
		and conditions of the					LIPPIN
		project with the					
		University President					
		(negotiation starts with					

	END OF TRANSACTION								
			bond	End User					
	And signing		of the performance	Chairman and					
	Preparation	Agreement	days upon receipt	President, BAC	None /	None	signed by both parties		
10	Contract	Prepares Contract	Within 7 calendar	University	/_	V	Contract Agreement		
				the BAC Chairman		(5)			
		20114	2.10110000000	at the Office of		CT	ATR		
,		bond	BAC Resolution	President, Clerk					
9	Notice of Award	Notify the winning bidder to secure a performance	Within 3 days after approval of the	BAC Chairman, University	None	None	Notice of Award (NOA)		
		A	Maril 1 o l	Regents			A 6.4 1/2:5.2		
		Regents for Approval		Board of					
	Higher Authority	presented to the Board of		President and			and Notice of Award		
	Approval by the	The result of the project is		University	None	None	Approval of Resolution		
		(HOPE) the award of the contract							
		of the Procuring Entity	_						
		recommends to the Head	bid negotiation	Members, TWG					
9	BAC Resolution	Prepares Resolution and	Within 3 days after	BAC Chairman,	None	None	BAC Resolution signed		
		University President		President			and approved by both parties		
		of the project with the	negotiation	University			discussed negotiated		
8		the terms and conditions	notification of	TWG and			of the project are		
	Negotiation	Negotiates and discuss	Within 3 days after	BAC Chairman,	None	None	Terms and Conditions		
		the lowest bidder)							