

The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst and a quill pen. Below the shield is a banner with the text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. The outer ring of the emblem contains the text 'BATANGAS STATE UNIVERSITY' at the top and 'PHILIPPINES' at the bottom, separated by green laurel branches.

Batangas State University Citizens' Charter

Revised 2015

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 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
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

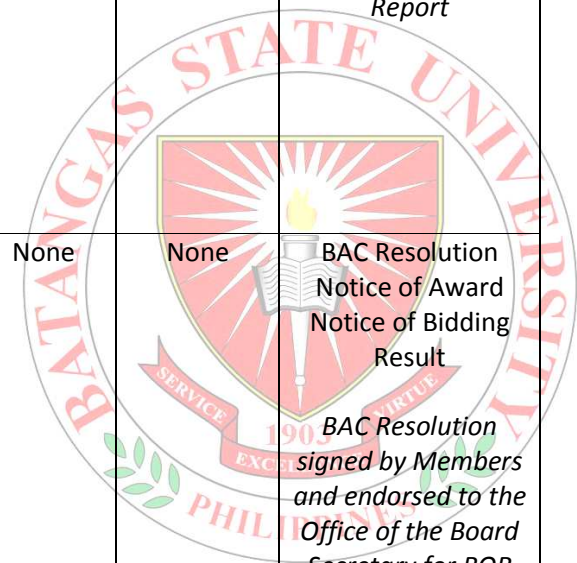
Step	Applicant/Client Activity	Services Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge / Service Provider	Fees	Form	Output
1	Advertisement of the new project	<p>Prepares schedule of bidding, invitation to apply for eligibility and to bid and advertise the invitation</p> 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

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

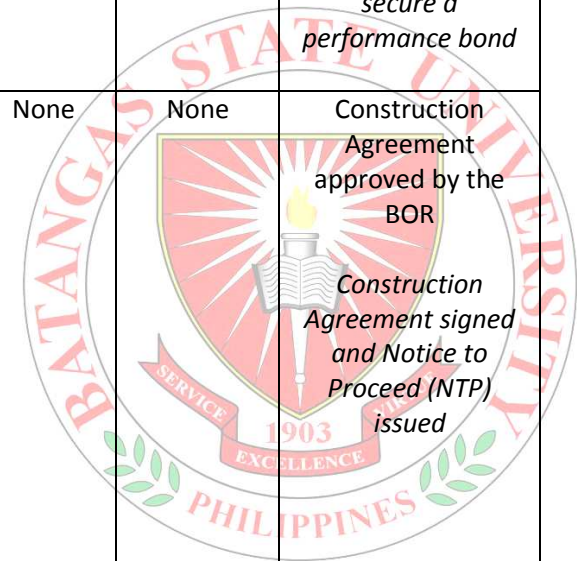


		<i>Works, Plans and Drawings and Specifications of Finishes and Materials</i>					
	Supplemental Bid Bulletin	Prepares supplemental bid bulletin regarding the changes agreed during the pre bid conference	1 calendar day after pre bid conference <i>At least 7 days before step 5</i>	BAC Chairman, Clerk at the Office of the BAC Chairman <i>TWG, BAC Chairman and Clerk at the Office of the BAC Chairman</i>	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 (<i>and Post Qualification</i>) Separate procedure	Conducts thorough evaluation on the bill of quantities and detailed estimates <i>Conducts thorough</i>	Within 3 days after opening of bids	BAC Chairman, Members, TWG, End User	None	None	TWG Report Bid Evaluation and Post Qualification Reports

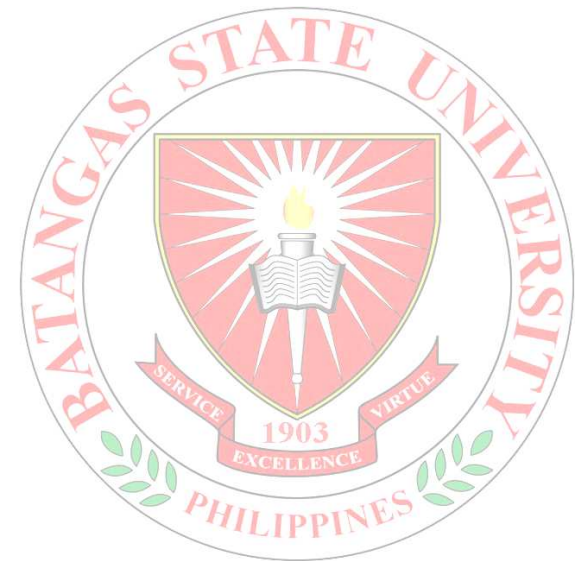
		<i>evaluation on the submitted documents</i>					<i>Abstract of Bid as Calculated</i>
7	<i>Evaluation of Technical Working Group</i>	<i>Conduct thorough evaluation on the Technical Documents particularly Bill of Quantities, Detailed Estimates, Availability of Equipment and Personnel Committed for the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



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



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



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

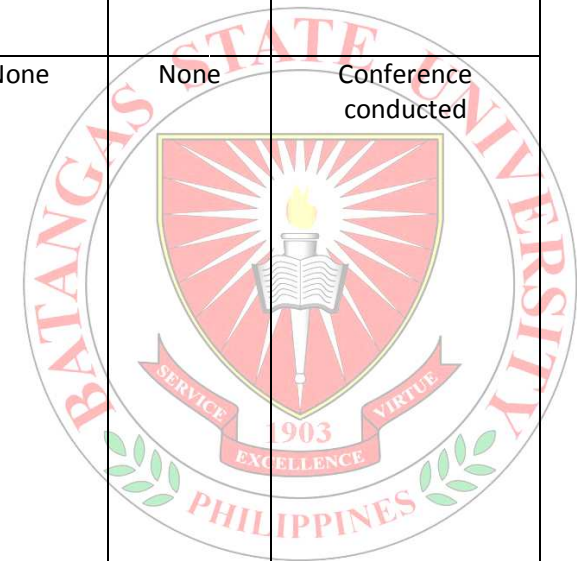
What are the Requirements?

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

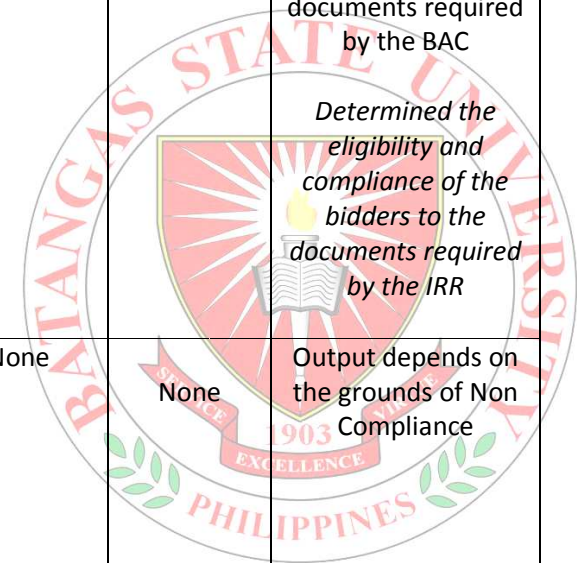
How to Avail of the Services

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

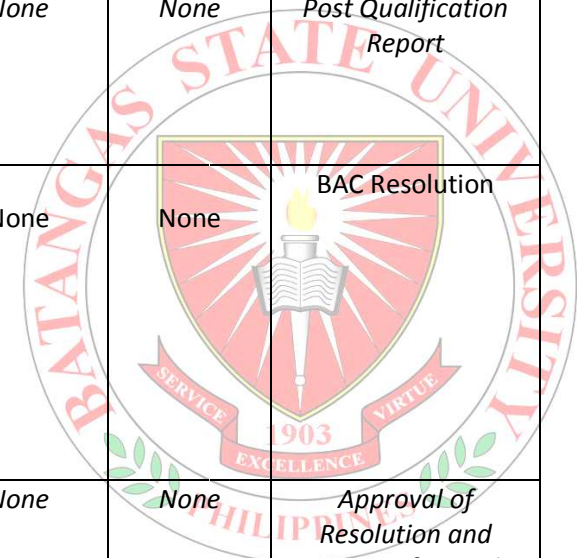
	<i>their letter of intent to participate in the bidding</i>	<i>introduce the background and eligibility requirements of the project particularly experience</i>	<i>of Invitation to Bid (ITB) and up to the last day of step 3</i>	<i>Office of the BAC Chairman 2nd Floor, CITE Bldg., GPB Campus I</i>			<i>pay the Bidding documents fee at the Cashiers Office</i>
3	Availability and issuance of Bid Documents	Directs the bidder to pay for the documents at the cashiers office before issuing the documents <i>Directs the bidder to the cashiers office to pay the bidding documents and issues the prepared bid documents to bidders upon presentation of the proof of payment</i>	Within 7 calendar days after posting of the invitation <i>From step 1 and up to the last day of step 5</i>	Clerk at the Office of the BAC Chairman (CITE Bldg) and/or Clerk at the BAC Office (CITE Bldg) <i>Clerk at the Office of the BAC Chairman 2nd Floor, CITE Bldg., GPB Campus I</i>	Depends on the Approved Budget for the Contract (ABC) of the Project	Bid Documents	Bidders are issued the Bid Documents upon presenting the Official Receipt <i>Bid Documents are issued to bidders</i>
4	Pre Bid Conference	Conducts conference to clarify matters pertaining to the Procuring Entity's Rules and Regulations, preparation of bid documents and other matters pertaining to the procurement at hand. <i>Conducts conference to clarify matters pertaining to the Procuring Entities Rules and Regulation, preparation of bid document, technical</i>	1 calendar day after the last day of issuance of bid documents <i>At least 7 days after the advertisement (Step 1)</i>	BAC Chairman, Members, Observers, Secretariat, TWG, End User and Clerk	None	None	Conference conducted



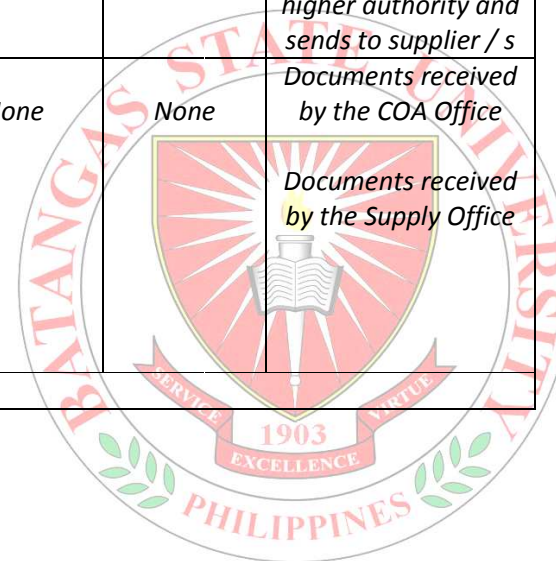
		<i>specifications and schedule of requirements</i>					
	Supplemental Bid Bulletin	Prepares supplemental bid bulletin regarding the changes agreed during the pre bid conference	1 calendar day after pre bid conference <i>Within 7 days before step 5</i>	BAC Chairman, Clerk at the Office of the BAC Chairman	None	None	Supplemental Bid Bulletin issued to bidders <i>Supplemental Bid Bulletin is posted to PhilGEPs Website and issued to bidders</i>
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 <i>Determined the eligibility and compliance of the bidders to the documents required by the IRR</i>
	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	<i>Evaluation of the Technical working Group</i>	<i>Conducts thorough evaluation on the Compliance to the Technical Specifications and Schedule of Requirements</i>	<i>Within 5 days after Step 6</i>	<i>Members of the Technical Working Group</i>	<i>None</i>	<i>None</i>	<i>Post Qualification Report of the TWG</i>
8	<i>Post Qualification</i>	<i>Upon submission of the Post Qualification Report by the TWG, prepares a request for Post Qualification documents and send to the lowest calculated bidder</i>	<i>1 day upon receipt of the TWG Report</i>	<i>BAC Chairman and Clerk at the Office of the BAC Chairman</i>	<i>None</i>	<i>None</i>	<i>Request for Post Qualification Documents</i>
	<i>Submission of the Post Qualification Documents by the Bidder</i>	<i>Receipt of Post Qualification Documents</i>	<i>Within 3 days upon receipt of the bidder of the Request for Post Qualification documents</i>	<i>BAC Chairman, Clerk at the Office of the BAC Chairman</i>	<i>None</i>	<i>None</i>	<i>Post Qualification Report</i>
9	<i>BAC Resolution and recommending approval</i>	<i>Prepares resolution and recommends to the higher authority the award of contract</i>	<i>Within 3 days after Post Qualification</i>	<i>Clerk at the Office of the BAC Chairman, BAC Chairman, Members, TWG, End User and University President</i>	<i>None</i>	<i>None</i>	<i>BAC Resolution</i>
	<i>Approval by the Higher Authority</i>	<i>The result of the project is presented to the Board of Regents for Approval</i>		<i>University President and Board of Regents</i>	<i>None</i>	<i>None</i>	<i>Approval of Resolution and Notice of Award</i>
		<i>Notify bidders on the</i>					<i>Notice of Award</i>



10	Notice of Award and Notice of Bidding Result <i>Notice of Award</i>	result of the bidding process and requires winning bidder to secure the Performance Bond <i>Issued Notice of Award to the Lowest Calculated and Responsive Bidder and requires to secure a Performance Bond</i>	1 day after BAC Resolution	BAC Chairman and University President <i>BAC Chairman, University President and Clerk at the Office of the BAC Chairman</i>	None	None	Notice of Bidding Result <i>Winning Bidder/s are notified</i>
11	<i>Preparation of Purchase Order</i>	<i>Purchase Order</i>	<i>Within 7 days upon receipt of the Performance Bond</i>	<i>Clerk at the Office of the BAC Chairman</i>	None	None	<i>Purchase Order certified by the Accountant as to the availability of Funds and approved by the higher authority and sends to supplier / s</i>
12	<i>Preparation of Documents and submission to COA</i> <i>Preparation of documents and Submission to the Supply Office</i>	<i>Documents are prepared and submitted to COA Office</i> <i>Documents are prepared and submitted to Supply Office</i>	<i>Within 5 days after conformity to the Purchase Order</i> <i>Within 5 days before the delivery of the goods procured</i>	<i>Clerk at the Office of the BAC Chairman</i>	None	None	<i>Documents received by the COA Office</i> <i>Documents received by the Supply Office</i>
END OF TRANSACTION							



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

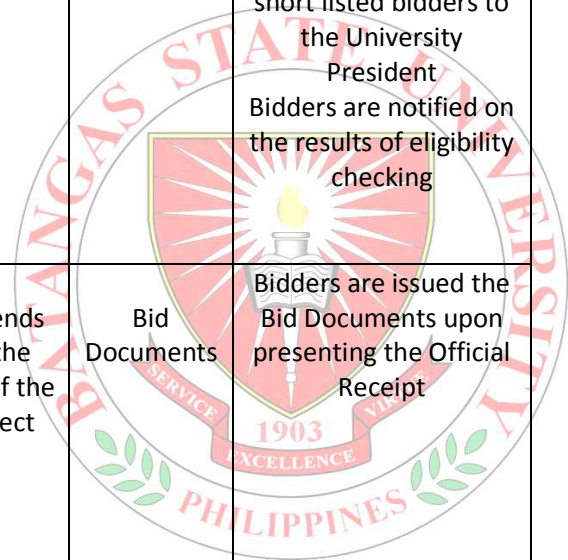
What are the Requirements

- 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	Output
1	Advertisement	Prepares schedule of bidding, invitation to apply for eligibility and to bid and advertise the invitation <i>Prepares schedule of bidding, request for expression of interest and advertise the request</i>	7 calendar days <i>7 calendar days from the date of advertisement</i>	BAC Chairman Clerk <i>BAC Chairman and Clerk at the Office of the BAC Chairman</i>	None	None	IAEB are advertised at the G-EPS and the conspicuous place in the University <i>Request for Expression for Interest is advertised at the PhilGEPS and University Website and at the conspicuous places at the premises of the University</i>
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 <i>Receives letter expression of interest and Eligibility Documents of the Bidder</i>	day of advertisement <i>From day 1 of advertisement up to the last day of advertisement</i>	Offices of the Chairman or Clerk at the BAC Office <i>BAC Chairman and Clerk at the Office of the BAC Chairman</i>			presentation of proof of payment Receipt of eligibility requirements <i>Receipt of the bidders letter expression of interest</i> <i>Receipt of eligibility requirements</i>
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 <i>Within 7 days after sending notice of eligibility</i>	BAC Chairman or Clerk at the Office of the BAC Chairman or Clerk at the BAC Office <i>Clerk at the Office of the BAC Chairman</i>	Depends on the ABC of the Project	Bid Documents	Bidders are issued the Bid Documents upon presenting the Official Receipt



5	Pre Bid Conference	Conducts conference to clarify matters pertaining to the Procuring Entity's Rules and Regulations, preparation of bid documents and other matters pertaining the procurement at hand	1 calendar day after the last day of issuance of bid documents <i>Within 7 days from step 4</i>	BAC Chairman, Members, Observers, Secretariat, TWG, End User and Clerk	None	None	Conducted pre bid conference
	Supplemental Bid Bulletin	Issues supplemental bid bulletin regarding the changes made agreed during the pre bid conference	1 calendar day after pre bid conference	BAC Chairman and Clerk at the Office of the BAC Chairman	None	None	Supplemental Bid Bulletin are sent to bidders
6	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 compliance of the bidders to the documents required by the BAC
7	Bid Evaluation	Conducts thorough evaluation on the proposal submitted by the bidders	21 calendar days + 2 calendar days for approval of ranking	BAC Chairman, Members, TWG, End User	None	None	Bid Evaluation Reports and Approved Ranking
	Approval of Ranking	Presents ranking for approval of the University President					
	Notification for Negotiation	Notifies winning bidder for negotiation and discussion of the terms and conditions of the project with the University President (negotiation starts with					



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

