

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI-FASS-PUR 05-04</b>
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	<b>4</b>
		PAGE NUMBER	<b>1 of 1</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>BIDDING PROCESS ABOVE Php50,000.00 AND BELOW Php 1 Million</b>		

**PERSONS RESPONSIBLE:**

Supply Officer  
BAC  
BAC Secretariat  
*Head of the Procuring Entity (HOPE) / Regional Director*

**STEPS:**

- 1.0 BAC Secretariat receives the approve Purchase Request. Ensures that the request is listed in the Annual Procurement Plan and that the PR is complete with necessary information;
- 2.0 The BAC shall determine and recommends the method of procurement to be used to the PE;
- 3.0 BAC through its BAC Secretariat post Purchase Request (PR) in Philippine Government Electronic Procurement System (PhilGEPS), Agency website and conspicuous area within the DOST IX;
- 4.0 The BAC through its BAC Secretariat shall initiate dissemination of Invitation to Bid or Request for Quotations (RFQ) (FASS-PUR F06) printed out through FAIMS. Refer to WI-FASS-PUR 05-01, How to Access DOST IX Finance and Administrative Information Management System (FAIMS);
- 5.0 *After deadline of submission, the BAC shall evaluate the retrieved RFQs and Prepare Abstract of Bids through FAIMS ; Refer to WI-FASS-PUR 05-01, How to Access DOST IX Finance and Administrative Information Management System (FAIMS);*
- 6.0 The BAC members evaluate the compliance with the eligibility and technical requirements of the bidder, determines the *Single Calculated Bid/Lowest Calculated Bid/Highest Rated Bid/Single Rated Bid (SCB/LCB/HRB/SRB)* and the responsiveness of its submitted documents.;
- 7.0 BAC recommends award to the *Single Calculated and Responsive Bid/Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid/Single Rated and Responsive Bid (SCRB/LCRB/HRRB/SRRB)* to the Head of Procuring Entity through issuance of BAC Resolution;

Prepared by:	Approved by:
 Supply Officer	 Quality Management Representative