

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI FASS-PUR 05-03</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 Php50,000.00 AND BELOW</b>		

**PERSONS RESPONSIBLE:**

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

**STEPS:**

- 1.0 *BAC Secretariat receives the approved Purchase Request. Ensures that the request is listed in the Annual Procurement Plan and that the PR is complete with necessary information;*
- 2.0 BAC shall determine or approve end-user's recommendation on method of Procurement to be used for the procurement.  
  
*For procurement process through job order, refer to WI-FASS-PUR 05-09 Processing of Job Order.*
- 3.0 The BAC *through its BAC Secretariat* shall prepare and send the Request for Quotations (RFQs) FASS-PUR F06 printed out through FAIMS, to at least three (3) suppliers, contractors or consultants of known qualifications. Refer to WI-FASS-PUR 05-01, How to Access DOST IX Finance and Administrative Information Management System (FAIMS);
- 4.0 After deadline of submission, the BAC shall evaluate the retrieved RFQs and Prepare Abstract of Bids form setting forth the name of suppliers and their bids to be keyed on through;
- 5.0 BAC shall recommend to the HOPE award of contract in favour of the supplier with Single or Lowest Calculated and Responsive Bid through resolution;
- 6.0 Regional Director shall approve or disapprove the Abstract of Bids and the recommendation;
- 7.0 Upon approval of recommendation, BAC Secretariat shall prepare Notice of Award (NOA) to be signed/approved by the HOPE. Disapproval of Award shall only be based on justifiable grounds and be expressed in writing by the HOPE addressed to the BAC;

Prepared by:   Supply Officer	Approved by:   Quality Management Representative
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