


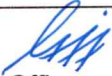

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|  | DEPARTMENT OF SCIENCE AND TECHNOLOGY<br><b>DOST Regional Office No. IX</b> | DOCUMENT CODE    | <b>WI-FASS-PUR 05-07</b> |
|                                                                                   | <b>WORK INSTRUCTIONS</b>                                                   | REVISION NUMBER  | <b>0</b>                 |
|                                                                                   |                                                                            | PAGE NUMBER      | <b>1 of 1</b>            |
| SECTION                                                                           | PRODUCT REALIZATION                                                        | EFFECTIVITY DATE | <b>16 August 2007</b>    |
| SUBJECT                                                                           | <b>AWARDING OF BIDS</b>                                                    |                  |                          |

**PERSONS RESPONSIBLE:**

Bids and Awards Committee  
Secretariat

**STEPS:**

- 1.0 BAC convenes;
- 2.0 Minutes of the meeting must be documented;
- 3.0 Check abstract of bids as to correctness of data (price, specifications, and others)
- 4.0 Check if the following condition has been complied:
  - a) conduct of a Pre-Procurement Conference, for Approved Budget Contract (ABC) of P2,000,000.00 and above;
  - b) proof of advertisement or publication of Applications for Eligibility to Bid in newspaper, GEPS Website, and bulletin boards, for Approved Budget Contract (ABC) of P1,000,000.00 to less than P2,000,000.00;
  - c) Conduct of pre-bid conference prior to the opening of bids, for Approved Budget Contract (ABC) of P50,000.00 above;
- 5.0 Ensure that the opening of Bids and Eligibility Documents is at least 30 calendar days from last advertisement for contracts that requires advertisement;
- 6.0 Bid evaluation of eligible bidders;
  - a) Bids higher than ABC declare failure of bidding; rebid or proceed to Negotiation as alternative.
  - b) Bids equal to or less than the ABC;
  - c) Review and evaluate the abstract of bids for the quoted price, specifications and conditions indicated by the supplier;
  - d) Select the lowest bidder;
  - e) Conduct post-qualification of lowest bidder; if not qualified evaluate 2<sup>nd</sup> lowest bidder;
  - f) If qualified, BAC makes resolution to recommend award
  - g) Notify losing bidders;
  - h) BAC approves Resolution for Award within 7 calendar days from receipt of BAC resolution;
  - i) Issue Notice of Award;
  - j) Require bidder to post Performance Security;
  - k) If a Contract is required; Sign Contract within 10 days from receipt of Notice of Award. If bidder did not or refuses to sign the Contract, disqualify the bidder; evaluate the next lowest bidder;
  - l) Approves contract;
  - m) If bidder refuses to Post Security, disqualify the bidder; evaluate the next lowest bidder;
  - n) Issue or Purchase Order.

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| Prepared by:<br><br>Supply Officer | Approved by:<br><br>ARD for Finance and Administrative Support Services |
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