

REPEAT ORDER

Overview

Repeat Order is a mode of procurement wherein the Procuring Entity may procure goods from the previous winning bidder whenever there arises a need to replenish the goods procured under a contract previously awarded through bidding, particularly Competitive Bidding, Limited Source Bidding, Competitive Dialogue, or Unsolicited Offer with Bid Matching.



Conditions

Repeat Order shall be subject to the post-qualification process prescribed in the Bidding Documents and the following conditions:



a) The unit price must be equal to or lower than that provided in the original contract and the prevailing market price;



b) The Repeat Order shall be availed of only within six (6) months from the date of the notice to proceed arising from the original contract, except in cases duly approved by the GPPB; and



c) The Repeat Order shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract. In order to comply with this requirement, the goods procured under the original contract must be:

- i. Quantifiable;
- ii. Divisible; and
- iii. Consisting of at least four (4) units per item.

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Process

Under this mode of procurement, the following procedure shall be observed:

a) Upon determination of the need to replenish the Goods earlier procured through Competitive Bidding, Limited Source Bidding, Competitive Dialogue, or Unsolicited Offer with Bid Matching, the End-User or Implementing Unit shall prepare the necessary Purchase Request for the procurement of additional Goods, upon confirmation of the following:

i) The unit price of the Goods to be reordered must be equal or lower than that provided in the original contract; and

ii) The unit price of the Goods to be reordered is lower than the prevailing market price.

b) When all the conditions are present, the BAC shall recommend to the HoPE the award of contract through Repeat Order.

