

NEGOTIATED PROCUREMENT: NON-GOVERNMENT ORGANIZATION (NGO) PARTICIPATION

Overview

This mode of procurement may be adopted when an appropriation law or ordinance earmarks an amount to be specifically contracted out to NGOs, the Procuring Entity may enter into a MOA with an NGO, subject to the guidelines to be issued by the GPPB for the purpose.



For the purpose of this type of Negotiated Procurement, the following general guidelines shall apply:

- a) NGO refers to a non-stock, non-profit domestic corporation duly registered with the SEC or a cooperative duly registered with the CDA committed to the task of socio-economic development and established primarily for providing goods and services to the public.
- b) The selected NGO shall keep and maintain separate bank accounts and accounting records in accordance with generally accepted accounting rules and principles, subject to visitorial audit and examination by the Procuring Entity or the COA.

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Under this type of Negotiated Procurement, the following procedure shall be observed:

- a) To ensure transparency in the selection of NGO through Negotiated Procurement, posting shall be done in accordance with Section 50 of this IRR.
- b) After the required posting period, the Procuring Entity shall invite at least three (3) prospective NGOs to submit sealed price quotations or password-protected price quotations in compressed archive folders, in case of electronic submission of price quotations.
- c) The Procuring Entity shall likewise require submission of the complete project proposal together with designs, plans, blueprints, budgets and charts, if necessary.
- d) On the date specified in the notice, the Procuring Entity shall open the price quotations and determine the S/LCQ, MEAQ, or MAQ. For electronic submission of price quotations, the passwords for accessing the same shall be disclosed on a specified date by the NGOs to the Procuring Entity either in person or online through videoconferencing, webcasting or similar technology. Consistent with the nature of an NGO, no profit should be included in its bid. The procuring entity shall ensure that the S/LCQ, MEAQ, or MAQ does not include any profit margin or mark-up.
- e) After determination of the responsiveness to the technical requirements, the BAC shall recommend to the HoPE the award of contract to the S/LCRQ, MEARQ, or MARQ.

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