



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

- (1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL GOVERNMENT OF ISABELA - BIDS AND AWARD COMMITTEE
- (2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [ ] Yes [ ] No
- (3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Procurement of Goods and Services	REVISED IMPLEMENTING RULES AND REGULATIONS <sup>2</sup> OF REPUBLIC ACT NO. 9184, THE GOVERNMENT PROCUREMENT REFORM ACT	RA. 9184, Rule II, Sec. 7	Procurement Planning and Budgeting Linkage	2016	
		RA 9184 Rule IV, Sec. 10	Competitive Bidding		

<sup>1</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>2</sup> Cite section number and quote provision identified in the governing law



**(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>**

<b>GOVERNMENT SERVICE: <u>PROCUREMENT OF GOODS AND SERVICES</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
Purchase Request Form/Program of Works		The Requesting party Shall accomplish a Purchase Request Form indicating the necessary purchasing information for the item/service that needs purchasing and its attachments then forward it to the Provincial Administrator's Office for notation.		3 Days	None
Annual Procurement Plan	the Revised IRR of Republic Act 9184,, Rule II, Sec. 7.1	The Bids and Awards Committee Office shall verify as to its conformity on the Annual Procurement Plan.		3 Days	None

<sup>3</sup>Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service



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Purchase Request Form/Program of Works		The Provincial Budget Office shall certify as to the existence of the Budget Appropriations through the issuance of the ABC		3 Days	None
Purchase Request Form/Program of Works		The Provincial Treasurer's Office Shall certify the cash availability		3 Days	None
Purchase Request Form/Program of Works		The Provincial Governor Shall approve the Purchase Request  If the PR is disapproved, the transaction shall be considered cancelled and the concerned office shall be informed		3 Days	None
Approved Purchase Request Form/Program of Works	Section 17.3 of the IRR of RA 9184	Bac Secretariat's Shall publish an Invitation to Bid. Procuring entities shall make the bidding documents available on the same date the advertisement and/or posting of the Invitation to Bid was made pursuant		1 Day	None
Invitation to Bid	Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, Rule III, Sec. 8.1.1	The Invitation to bid will be advertise/posted in the Philippine Government Electronic Procurement System (PHILGEPS), to promote ransparency and efficiency		1 Day	None



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Invitation to Bid	Section 17.4 of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184	Interested bidders may be asked to pay for bidding documents to recover the cost of their preparation and development. The BAC shall issue the bidding documents to the prospective bidders upon payment of the corresponding cost thereof to the collecting/disbursing officer of the procuring entity concerned.		1 Day	
Bidding Documents	Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, Rule VII, Sec. 22.1	BAC Members shall convene a pre-bid conference to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents		4-5 Hours	None
Eligibility Requirements and Financial Component of the bid	Revised (IRR) of Republic Act 9184, Rule VIII, Sec. 25.1	Bidders or their duly authorized representative shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously		2 Hours	None
Eligibility Requirements and Financial Component of the bid	Revised Implementing Rules and	The BAC shall open the bids immediately after the deadline for the submission and receipt of bids. The time, date, and place		4-5 Hours	None



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	Regulations (IRR) of Republic Act 9184, Rule VIII, Sec. 29	of the opening of bids shall be specified in the Bidding Documents. The bidders or their duly authorized representatives may attend the opening of bids.			
Eligibility Requirements	Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, Rule IX, Sec. 30.1	The BAC shall check the submitted Eligibility Requirements of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion		3-4 Days	None
Financial Component of the bid	Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, Rule IX. Sec. 32.2	The BAC shall evaluate the financial component of the bids to determine the Lowest Calculated Bid		3-4 Days	None
Bid Evaluation Report, Eligibility Requirements and Financial Component of the bid	Revised (IRR) of Republic Act 9184, Rule X. Sec. 34.1	The Bidder with the Lowest Calculated Bid shall undergo post-qualification in order to determine whether the bidder concerned complies with and is responsive to all the requirements and conditions as specified in the Bidding Documents.		10-12 Days	None



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Bac Resolution	Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, Rule XI. Sec. 37.1.1	The BAC shall recommend to the HoPE the award of contract to the bidder with the LCRB, HRRB, SCRB, or SRRB after the post-qualification process has been completed.		7 Days	None
Notice of Award Contract Agreement & Performance Bond	Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, Rule XI. Sec. 37.2.1, Sec. 37.2.2	The winning bidder shall post the required Performance Security and enter into contract with the Procuring Entity within ten (10) calendar days from receipt by the winning bidder of the Notice of Award  The Procuring Entity shall enter into contract with the winning bidder within the same ten (10) day period provided that all the documentary requirements are complied with.		7-10 Days	None
Notice to Proceed	Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, Rule XI. Sec. 37.4.1	The concerned Procuring Entity shall issue the Notice to Proceed together with a copy or copies of the approved contract to the successful bidder within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority		7 Days	None