



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

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MAR 23 2026

**OFFICE MEMORANDUM**  
ORD-OARD-BAC-2026-003

TO: All concerned

**DISSEMINATION OF BIDS AND AWARDS COMMITTEE POLICY  
FRAMEWORK AND OPERATIONAL SCOPE**

1. In line with the implementation of Republic Act No. 12009 and to ensure the orderly, efficient, and compliant conduct of procurement activities at the Regional Office, the Procurement Workflow: Policy Framework and Operational Scope is hereby disseminated to all concerned.
2. The attached workflow outlines the procedures from the submission of approved proposals and purchase requests, BAC deliberation, preparation and posting of bidding documents, bid evaluation, post-qualification, award, contract execution, up to delivery and inspection. It likewise defines the responsibilities of the End-User Units, Procurement Unit, Bids and Awards Committee (BAC), BAC Secretariat, and Technical Working Group.
3. All concerned are directed to familiarize themselves with and strictly observe this workflow in the processing of procurement-related transactions.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director



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*Bids And Awards Committee*

## **POLICY FRAMEWORK AND OPERATIONAL SCOPE**

This Procurement Workflow provides a structured guide for the acquisition of goods, infrastructure projects, and consulting services under RA 12009. This ensures that procurement activities are conducted lawfully, efficiently, and in alignment with the reform-oriented principles of RA 12009, while safeguarding government resources and promoting fair competition among suppliers.

### **A. PROCUREMENT WORKFLOW**

From the forwarding of the approved Annual Procurement Plan (APP) and Purchase Request, BAC deliberation, preparation and posting of bid documents, bid evaluation, post-qualification, award, contract execution, issuance of Notice to Proceed, up to delivery and inspection.

This clearly identifies the duties of the End-User Unit, Procurement Unit (if functional), Bids and Awards Committee (BAC), BAC Secretariat (BS) Technical Working Group (TWG)(TWG), BAC Secretariat, and other responsible personnel to ensure accountability at every stage.

<b>Step</b>	<b>Activity and Operational Timeline</b> <i>(Earliest Possible Time)</i>	<b>Primary Responsibility</b>	<b>Notes</b>
<b>1</b>	<b>Forwarding of complete approved documents:</b>  <i>Day 1</i>	End-User (EU) per FD (secretariat/focal)	<b>Checklist:</b> 1. APP/Supplemental APP 2. Purchase Request 3. Activity Request 4. Market Scoping 5. Distribution list (if applicable)
<b>2</b>	<b>BAC Deliberation:</b>  <i>Day 2</i>	BAC Sec / EU	To determine the mode & schedule of procurement activities.



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<b>Step</b>	<b>Activity and Operational Timeline</b> <i>(Earliest Possible Time)</i>	<b>Primary Responsibility</b>	<b>Notes</b>
			<i>Meeting: (4:30 PM - 6:00 PM every Monday and /or Wednesday) or as needs arise</i>
<b>3</b>	<p><b>RFQ / IB Prep &amp; Advertisement/ Posting:</b></p> <p><i>Day 3-6, if SVP as the mode of procurement (3 days posting requirement)</i></p> <p><i>Day 3-10, to applicable modes of procurement (7 days posting requirement)</i></p>	<p>BS (BAC Secretariat)</p> <p>Per assigned FD:</p> <p><b>A- Melanie Romero</b></p> <ol style="list-style-type: none"> <li>1. CLMD</li> <li>2. FTAD</li> <li>3. PPRD</li> </ol> <p><b>B- Roy Villacorte</b></p> <ol style="list-style-type: none"> <li>4. HRDD</li> <li>5. ASD</li> <li>6. QAD</li> </ol> <p><b>C- Ma. Jamaica Patigas</b></p> <ol style="list-style-type: none"> <li>7. ESSD</li> <li>8. ORD</li> <li>9. FINANCE</li> </ol> <p><b>Roy Villacorte:</b> <i>Posting and PhilGEPS management</i></p> <p><b>Mayleen Fariñas:</b> <i>Overseeing the process, Reportorial, Minutes, Checklist</i></p>	<p>Preparation of RFQ and IB</p> <p>Applicable :</p> <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>



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4	<b>Distribution of RFQ / IB</b>	BS Tyron Trofeo	Distribution of documents to prospective suppliers/bidders.
5	<b>Pre-Bid Conference</b>  <i>Day 8, to applicable modes of procurement (7 days posting requirement)</i>	BAC/ EU/ Prospective Bidders	Applicable : <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>
6	<b>Deadline of Submission, Receipt and Opening of RFQ / IB</b>  <i>Day 6, if SVP as the mode of procurement</i>  <i>Day 20, to applicable modes of procurement (12 days after conduct of pre-bid conference)</i>	BAC / BS / TWG	The formal opening of bids.  Applicable : <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>
7	<b>Abstract Preparation</b>	BS / TWG Document Preparation:	Summarizing bid results



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	<i>Day 7, if SVP as the mode of procurement</i>	Tyron Trofeo /FD (Secretariat/Focal)	
8	<b>Bid Evaluation</b> <i>Day 21, to applicable modes of procurement</i>	BAC/TWG	Applicable: <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>
9	<b>Post-Qualification Report</b> <i>Day 22-23, , to applicable modes of procurement</i>	BAC/ BS/TWG	Applicable to : <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>
10	<b>Approval of BAC Resolution to Award/ Issuance of Award</b> <i>Day 8, if SVP as the mode of procurement</i>	BS Document Preparation: Tyron Trofeo	Preparation of BAC Resolution to HOPE  Applicable: <ul style="list-style-type: none"> <li>• Competitive Bidding</li> </ul>



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<b>Step</b>	<b>Activity and Operational Timeline</b> <i>(Earliest Possible Time)</i>	<b>Primary Responsibility</b>	<b>Notes</b>
	<i>Day 24, to applicable modes of procurement</i>		<ul style="list-style-type: none"> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>
<b>11</b>	<b>Requirement of Performance Bond</b>  <i>Day 25, to applicable modes of procurement</i>	Supplier/Bidder	Applicable: <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>
<b>12</b>	<b>Approval of Contract / PO</b>  <i>Day 9, if SVP as the mode of procurement</i>  <i>Day 25, to applicable modes of procurement</i>	BS Document Preparation: Tyron Trofeo/FD (Secretariat/Focal)	Preparation of the legal agreement or Purchase Order  Applicable: <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>
<b>13</b>	<b>Notice to Proceed (NTP)</b>	BS Document Preparation:	Authorization to begin work/delivery



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	<i>Day 10, if SVP as the mode of procurement</i>  <i>Day 26, to applicable modes of procurement</i>	Tyron Trofeo/FD (Secretariat/Focal)	
<b>TOTAL TIME</b>	<b>10</b> calendar days for SVP as mode of procurement <b>26</b> calendar days for: <ul style="list-style-type: none"> <li>• Competitive Bidding</li> <li>• Limited Source Bidding</li> <li>• Competitive Dialogue</li> <li>• Unsolicited Offer with Bid Matching</li> </ul>		
<b>Delivery &amp; Inspection</b>		Asset/FD (Secretariat/Focal)	Receiving the items/services.

**B. Thresholds, Mode Selection, Posting Requirement**

Specifies procurement authority depending on the Approved Budget for the Contract (ABC), distinguishing actions taken by the End-User, Procurement Unit, or BAC. mode of procurement and the Philgeps posting requirement.



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**1. Without functional Procurement Unit**

<b>Condition / Threshold</b>	<b>Authority / Responsible Party</b>
<b>ABC 100K or less</b>	End-User (EU) / IU
<b>More than 100K</b>	BAC (Bids and Awards Committee)

**With functional Procurement Unit**

<b>Condition / Threshold</b>	<b>Authority / Responsible Party</b>
<b>Less than 200K</b>	PU (Procurement Unit)
<b>More than 200K</b>	BAC (Bids and Awards Committee)

**2. Modes Selection**

<b>Condition / Threshold</b>	<b>Mode of Procurement- IRR, RA 12009 (Section 34.1)</b>
<b>Less than 2 Million</b>	Small Value Procurement (SVP)
<b>More than 2 Million</b>	Competitive Bidding/ other applicable mode

**3. Posting Requirement**

<b>Condition / Threshold</b>	<b>Advertisement/ Posting Requirement- IRR, RA 12009 (Section 34.4b)</b>
<b>Less than 200K</b>	Not Required



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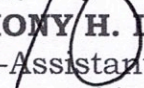
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<b>Condition / Threshold</b>	<b>Advertisement/ Posting Requirement- IRR, RA 12009 (Section 34.4b)</b>
<b>More than 200K</b>	Required

**C. Modes of Procurement**

Enumerates the allowable procurement modalities under RA 12009.

- Competitive Bidding
- Limited Source Bidding
- Competitive Dialogue
- Unsolicited Offer with Bid Matching
- Direct Contracting
- Direct Acquisition
- Repeat Order
- Small Value Procurement (SVP)
- Negotiated Procurement
- Direct Sales
- Direct Procurement for Science and Technology and Innovation

  
**ANTHONY H. LIOBET JD, CSO V**  
OIC-Assistant Regional Director  
Chairperson, Bids and Awards Committee

*Workflow.v1/February 1*



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