Republic of the Philippines
CEBU TECHNOLOGICAL UNIVERSITY
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BAGONG PILIPINAS

BIDS AND AWARD COMMITTEE (BAC)

POLICIES and GUIDELINES

A. LEGAL BASIS

1. All procurement activities shall comply with:
    - **Republic Act No. 9184** – Government Procurement Reform Act and its Revised Implementing Rules and Regulations (IRR).
    - **Republic Act No. 12009** – Pertinent provisions relating to government procurement and transactions.
2. Procurement activities shall be conducted with transparency, competitiveness, economy, and efficiency, ensuring best value for money while upholding integrity, accountability, and fairness.

B. POLICIES

- All procurement must be included in the Annual Procurement Plan (APP).
- No procurement shall proceed without an approved Purchase Request (PR).
- The procurement process shall follow the prescribed modes under RA 9184 and RA 12009.
- No "pick-up" transactions shall be allowed; suppliers are required to deliver all procured goods.
- All deliveries shall be inspected and accepted jointly by the End-User and the Supply Office before payment.
- No payment shall be made before delivery of goods or completion of works/services; payments will only be processed after inspection and acceptance.
- All procurement documents shall be complete, accurate, and properly filed for audit purposes.
- BAC members and procurement staff shall maintain impartiality and avoid any conflict of interest.

C. GUIDELINES ON ROLES AND RESPONSIBILITIES

➢ **End-User**

- Prepares and submits the PR with complete specifications and budget allocation.
- Ensures the request is necessary and within the APP.
- Participates in the inspection and acceptance of delivered items.

➢ **Supplier / Contractor**

- Submits quotations in response to the BAC's Request for Quotation (RFQ).
- Complies with technical specifications, quantity, and delivery schedule.
- Delivers items with complete supporting documents; no pick-up by the procuring entity is allowed.
- Formally declines the PO in writing if unable to comply.
- Unreasonable or unjustified decline of a Purchase Order shall be subject to sanction, including a negative performance assessment, which may affect the supplier's eligibility for future procurement opportunities.

- **Bids and Awards Committee (BAC)**
  - Ensures compliance with RA 9184 and RA 12009 in all procurement activities.
  - Prepares and issues RFQs or conducts bidding depending on procurement mode.
  - Evaluates quotations/bids and recommends award to the lowest calculated and responsive quotation/bid.
  - Prepares the PO or contract for approval.
  - Coordinates with Supply/Property Office for inspection and acceptance.

- **Supply / Property Office**
  - Receives delivered items.
  - Inspects and accepts items jointly with the End-User.
  - Records, tags, and stores items as required.
  - Forwards documents to the accounting office for voucher preparation; no pick-up by the procuring entity is allowed.

- **Accounting Office**
  - Receives complete procurement documents from BAC/Supply Office.
  - Prepares the Disbursement Voucher (DV) for approval.
  - Forwards the approved DV to the Cashier's Office for cheque preparation.

- **Cashier's Office**
  - Prepares the cheque upon receipt of the approved DV.
  - Informs the supplier regarding cheque availability.
  - Releases the cheque to the supplier upon presentation of valid identification and acknowledgment receipt.

D. PROCUREMENT FLOW

- End-User Secures Purchase Request (PR)
- Budget Officer issues the Certificate of Allotment.
- Campus Director approves the Purchase Request.
- Decision Point:
  - If the total amount is ₱200,000 and below – proceed directly to canvassing.
  - If the total amount is above ₱200,000 – post the requirement in PhilGEPS for three (3) calendar days.
    - If quotations are complete – proceed to next step.
    - If quotations are incomplete – conduct canvassing, then proceed.
- Award the procurement to the winning supplier.
- Prepare required documents (Resolution, Abstract of Quotations, Notice of Award, Purchase Order).
- Purchase Order (PO) is forwarded to the Accounting Office for signature.
- Documents are sent to the Campus Director for signature.
- Scan the signed documents.
- Send the PO to the winning supplier.
- Receive the signed PO from the supplier and endorse it to the Supply Office.
- Supplier delivers the items. *No pick-up is allowed; all items must be delivered to the campus.*
- Inspection of delivered items is conducted.

- Accounting Office prepares the payment documents (Disbursement Voucher and supporting papers).
- Cashier prepares the cheque, informs the supplier, and releases the cheque after delivery and inspection.
- End of process.

Prepared by:

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