

CIRCULAR NR 13-12

PCG PROCUREMENT POLICY

22 NOVEMBER 2012



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

O-CG-4/CGAO

22 November 2012

CIRCULAR)
:
NUMBER 13-12)

PCG PROCUREMENT POLICY

1. REFERENCES:

- a. RA 9184 " Government Procurement Reform Act of 2009
- b. GPPB Resolution No. 11-2012

2. PURPOSE:

This Circular prescribes the policies and procedures to be followed by all PCG units as authorized under RA 9184 and GPPB Resolution Number 11-2012. It will likewise identify PCG units and offices authorized to perform procurement activities.

3. SCOPE:

This Circular covers the mode of procurement under RA 9184 and it's IRR-A.

4. DEFINITION OF TERMS:

- a. Amendatory Procurement Plan – is the revision or changes made either in the approved Annual Procurement Plan (APP) or Supplemental Procurement Plan (SPP).
- b. Annual Appropriation – an appropriation consisting of specified amounts for various items of expenditures necessary for the regular operations of all Procuring Units.
- c. Annual Plan and Budget – a document guide in the preparation of the budget for the calendar year.
- d. Annual Procurement Plan - is a plan that contains all logistics requirements of units or offices within their proposed or approved budget. These logistics requirements include but are not limited to supplies and materials, services, equipment and construction projects.
- e. Budget Estimate – a forecast of the anticipated cost of a proposed program or project related to a work program and the resources used in accomplishing the program or project.
- f. Project Procurement Management Plan – is a plan that contains all the requirements for a particular project within its proposed or approved budget. This includes the type of contract to be employed; the extent/size of the contract scope/packages; the procurement method, the time schedule for each activity; and the estimated budget.

g. Supply Accountable Officer – any person, military or civilian, designated and required to maintain a stock record account. The term specifically includes supply officer of support – type units operating stock record accounts whether or not the account is assigned an account serial number. The accountable officer may or may not have physical possession of the property or funds.

h. Supplemental Procurement Plan – is the procurement program of the procuring unit for funds they receive outside of their regular MOOE, such as special releases and Trust Receipts, etc.

i. Responsible Supply Officer (RSO) – person who is responsible for the receipt, storage and safekeeping of all turned in excess, obsolete, unserviceable and salvage item.

5. POLICIES:

a. Procurement of infrastructure projects, goods and consulting services shall be competitive and transparent, and therefore shall be through public bidding. Alternative modes of procurement, such as Limited Source Bidding, Direct Contracting, Repeat Order, Negotiated Procurement and Shopping may be adopted when justified by the conditions provided in RA 9184 and its IRR-A.

b. All units shall meticulously and judiciously prepare their respective Annual Procurement Plans (APP's) that shall include, for each individual project, a Project Procurement Management Plan (PPMP).

c. The Regular APP shall be based primarily on historical demand data and reinforced by the output of the unit's requirement determination process and indicating therein the respective budget estimates.

d. The Regular APP shall be prepared in conjunction with the budget preparation, and it shall be based on the annual plan and budget issued by DBM to the PCG Units.

e. Supplemental APP shall also be prepared for procurement activities funded from other sources (eg: Trust Receipts, Special Releases, etc.).

f. No government procurement shall be undertaken unless it is in accordance with the approved APP's. However, advance procurement activities thru public bidding can be undertaken if the item/s is/are included in the proposed APP and within the Annual Plan and Budget.

g. End-user Unit shall shoulder the expenses in the publication of Invitation to Apply for Eligibility and to Bid (ITAEB) of all its respective procurement activities that require public bidding by the PCG BAC.

h. Payment and disbursement relative to these procurement activities shall be in accordance with the existing accounting and auditing procedures and regulations being implemented by the Command.

i. All emergency procurement, not included in the approved APP, shall be supported by corresponding amendment in the APP. Amendment of APP shall be undertaken every six (6) months or as often as necessary.

j. PCG Units shall include in the bidding documents, as a separate item in the schedule of requirements and in the special conditions of contract, a provisional sum

which shall not exceed 10% of the ABC to cover the possible increase of the actual amount of expenditure resulting from the appreciation/ depreciation of the peso. The provisional sum shall be included in the APP. The same shall revert to the fund of the PCG Units as savings in case of non-use. (Refer to GPPB Resolution # 020-2005). Scope of GPPB Resolution # 020-2005. These guidelines shall apply to procurement of goods involving foreign denominated bids, contract prices in foreign and local currencies, and payments for such contracts when done through Letters of Credit (LCs)

k. The PCG BAC may handle biddings primarily assigned to other BAC considering the mode of procurement and its amount.

6. UNITS/OFFICES AUTHORIZED TO PERFORM PROCUREMENT ACTIVITIES:

I. PCG Bids and Awards Committees (PCG BACs)

1. The head of the Procuring Entity shall be the Commandant, Philippine Coast Guard (CPCG)
2. CPCG shall establish in its head office a single BAC to undertake the functions of the BAC (HPCG BAC).

HPCG BAC Composition:

- A. The HPCG BAC must consist of at least five (5) members but not more than seven (7) members, of the five members, three (3) must be regular members and two (2) must be a provisional members. Should CPCG desire to create a seven (7) member BAC, he/she may designate two (2) additional regular members, or two (2) additional provisional member each.
- B. The Regular Members are:
 - a) Chairman, who is at least a third ranking officer of the PCG;
 - b) An officer who is at least a fifth ranking official with knowledge, experience and/or expertise in procurement who to the extent possible represents the legal or administrative area of PCG.
 - c) An officer who is at least a fifth ranking permanent official with knowledge, experience and/or expertise in procurement who to the extent possible has knowledge experience and/or expertise in procurement;
- C. The Provisional Members are:
 - a. An officer who has technical expertise relevant to the procurement at hand and to the extent possible has the knowledge, experience and/or expertise in procurement;
 - b. A representative from the end-user unit who has the knowledge of procurement laws and procedures
3. The Chairman and the Vice-Chairman shall also be designated by CPCG. Moreover, the Vice-Chairman shall be a regular member of the BAC.
4. In no case shall the Head of the Procuring Entity and/or the approving authority be the Chairman or a member of the BAC

5. Provisional members will only participate in the deliberation of the BAC for procurements over which they have a direct official interest.

II. Special Bids and Awards Committee, BAC for major Commands, Coast Guard Districts and Special Units

1. To expedite the procurement process for practical intents and purposes, CPCG may create separate BACs where the number and complexity of the items to be procured shall so warrant. The BACs may be organized either according to: a) geographical location of Project Manager or end-user; or b) nature of procurement. Similar committees for decentralized and lower level offices may also be formed when deemed necessary by CPCG.
2. The head of the procuring entity for Coast Guard Major Commands, Coast Guard Districts and Special Units will be respective Major Command Commanders, Coast Guard District Commanders and Unit Commanders respectively, subject to the limitations and authority delegated by CPCG.

BAC Composition:

1. The BAC must consist of at least five (5) members but not more than seven (7) members, of the five members, three (3) must be regular members and two (2) must be a provisional members. Should the head of Procuring Entity desire to create a seven (7) member BAC, he/she may designate two (2) additional regular members, or two (2) additional provisional members or one (1) additional regular provisional member each.
 - A. The Regular Members are:
 - a. Chairman, who is at least a third ranking officer of the procuring entity;
 - b. An officer who is at least a third ranking official with knowledge, experience and/or expertise in procurement who to the extent possible represents the legal or administrative area of the procuring entity;
 - c. An officer who is at least a fifth ranking permanent official with knowledge, experience and/or expertise in procurement who to the extent possible has knowledge experience and/or expertise in procurement;
 - B. The Provisional Members are:
 - a. An officer who has technical expertise relevant to the procurement at hand and to the extent possible has the knowledge, experience and/or expertise in procurement;
 - b. A representative from the end-user unit who has the knowledge or procurement at hand, and to the extent possible has the knowledge of procurement laws and procedures
3. The Chairman and the Vice-Chairman shall also be designated by Head of the Procuring Entity. Moreover, the Vice-Chairman shall be a regular member of the BAC;
4. In no case shall the Head of the Procuring Entity and/or the approving authority be the Chairman or a member of the BAC
5. Provisional members will only participate in the deliberation of the BAC for procurements over which they have a direct official interest.

III. Different BACs shall handle the Procurement Activities with ABC as shown below:

PCG BAC	AMOUNT OF AUTHORITY
HPCG BAC	NOT EXCEEDING P20, 000,000.00
PCG MAJOR UNITS	NOT EXCEEDING P 500,000.00
SPECIAL UNITS	NOT EXCEEDING P 200,000.00

C. To expedite the procurement process, the Head of the Procuring Entity shall ensure that the members of the BAC and TWG shall give utmost priority of the BAC assignments over all other duties and responsibilities until the requirements for the said assignments at hand are completed. (Section 14.3 Revised IRR of RA 9184)

D. Duty Status - Membership in the PCG, BACs shall be on a full time duty status and their positions shall be included in the Table of Organization (TOE) of the PCG.

E. Tenure of Office - Unless sooner removed for a cause, the members of the PCG, BACs shall have a fixed term of one (1) year reckoned from the date of appointment, renewable at the discretion of CPCG. In case of resignation, retirement, separation, transfer, reassignment, removal, death, the replacement shall serve only for the unexpired term. Provided, however, that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension. For justifiable causes, a member shall be suspended or removed by the CPCG.

IV. Functions

The BAC is tasked to ensure that all matters elevated to it by the respective offices/end-user units conform to the standards and procedures set forth by RA 9184 and its IRR.

1. Advertises and/or posts the Invitation to Apply for Eligibility and to Bid through BAC Secretariat;
2. Conducts pre-procurement and pre-bid conferences;
3. Determines the eligibility of prospective bidders, receive bids, conducts the evaluation of bids; and
4. Undertakes the post-qualification proceedings, resolves motions for reconsideration, and recommends award of contracts to CPCG or his duly authorized representative.
5. PCG BAC shall consolidate, evaluates, and recommend to CPCG the approval of the PPMP/APP, SPP and amendments thereto of various PCG units.
6. PCG BAC shall recommend to CPCG the use of Alternative Methods of Procurement as provided for in Rule XVI, IRR-A of the RA 9184. Likewise, issues corresponding resolution for the use of such modes of procurement to be approved by the CPCG.
7. Perform such other related functions as may be necessary.

8) Prohibition - In no case shall the approving authority (CPCG or his duly authorized representative) be the Chairman or a member of the PCG BACs.

9) Quorum - A majority of the total PCG BAC composition [i.e. at least three (3) members of the PCG BAC] shall constitute a quorum for the transaction of business, provided that the presence of the Chairman or Vice- Chairman shall be required.

10) Meetings - The Chairman or, in his absence, the Vice Chairman, shall preside at all meetings of the PCG BAC. The decision of at least a majority of those present at a meeting at which there is quorum shall be valid and binding as an act of the PCG BAC: *Provided*, however, that the Chairman or, in his absence, the Vice Chairman, shall vote only in case of a tie. Observers and representatives of PCG BAC members shall have no right to vote during PCG BAC meetings, nor shall the representatives of PCG BAC members be authorized to sign in behalf of the members represented.

11) Technical Working Groups (TWGs): The TWGs are created to support the PCG BACs in the preparation of the requirements in the conduct of public bidding and alternative modes of procurement, such as: technical specifications of items to be procured, Terms of Reference (TOR), Circular of Requirements (COR), Scope of Work, etc. The TWGs help in the preparation of Contracts/POs/WOs.

12) Each Subordinate Units of the PCG maintains a pool of technical, financial and legal experts, which may be called upon by the PCG BACs, depending on the type of procurement involved, to assist in the procurement process.

13) The following shall compose the Bids and Awards Committee Technical Working Group (BAC TWG) which can create as many depending on the type of procurement and commodity as they deemed necessary for their procurement activities:

Chairman - at least 05 in rank and with background/knowledge in logistics

Member - Admin Office Representative

Member - Management and Fiscal Office Representative

Member - Commodity Manager Representative

Member - End-user Representative who has technical expertise relevant to the procurement at hand

Member -Other officers as may be required by Programs

14) Observers

1. To enhance the transparency of the process, the PCG BAC shall, in all stages of the procurement process, invite, in addition to the representative of the COA, at least two (2) observers to sit in its proceedings, one (1) from a duly recognized private group in a sector or discipline relevant to the procurement at hand; the other observer shall come from a non-government organization (NGO) pursuant to Sec 13.1 of RA#9184.
2. Observers will be informed at least three (3) calendar days before the stages of procurement to which observers shall be invited: pre-bid conference; opening of bids; post-qualification; and contract award; and special meetings of the PCG BACs. The absence of observers will not nullify the PCG BACs proceedings, provided that they have been duly invited in writing.

3. For the responsibilities of the observers, refer to Section 13.4 of IRR-A, RA#9184.

PCG PROCUREMENT SERVICE

- 1) The Coast Guard Procurement Service (CGPS) is under the direct supervision of CPCG through the DCS for Logistics, CG4.
- 2) The Procurement Center and the BAC Secretariat are under the command and control of CGPS.
- 3) The Commanding Officer of the CGPS is at least a fifth ranking officer of the PCG with knowledge, experience and/or expertise in procurement.
- 4) The mission and functions of the PCG Procurement Service are as follows:

Mission: The PCG Procurement Service shall conduct procurement operations in support of the logistical requirements of the PCG in accordance with the RA 9184, existing policies and procedures and perform other related services as required.

Functions:

- a. To implement procedures on the procurement of supplies, materials, equipments and services for the PCG.
- b. Provide administrative support to the PCG BAC.
- c. Undertake procurements through alternative mode of procurement i.e. repeat order, shopping, direct contracting and negotiated procurement.
- d. Prepare the procurement documents, i.e. purchase orders/job orders/work orders and procurement contracts, for processing by the relevant offices and routing to the signing and approving authorities.
- e. Monitor the implementation of contracts, resolutions and other documents in relation to procurement.
- f. Prepare documents for the payment of duly accepted supplies/services.
- g. Create, maintain, and update the registry of suppliers, contractors, and consultants.
- h. Create, maintain and update a price monitoring list of goods and services.

A. Procurement Centers (PCs) shall be created under CGPS to serve the procurement needs of each Major Commands, Coast Guard Districts and the HPCG. The Commanding Officer of the Procurement Centers shall be a third ranking permanent official of the Procuring Entity with knowledge, experience and/or expertise in procurement. If not available, a permanent employee of the next lower rank.

B. Canvass/Contracting Committee: The Canvass/Contracting Committee shall be established in all PCG identified procurement Centers/Contracting Offices to handle canvass and awards under repeat order, shopping, direct contacting and negotiated procurement, as an alternative mode of procurement, except for negotiated procurement.

1) The Canvass/Contracting Committee shall be composed of four (4) members and secretary, namely:

- a) Chairman – Assistant Chief, Procurement Center or Contracting Office.
- b) Member – Legal Office or Admin Office representative of the unit where the Procurement Center or Contracting Office is based.
- c) Member – Financial Analyst/representative of the unit where the Procurement Center/Contracting Office is based.
- d) Member – End User
- e. Secretary of the Committee – Chief, Operations Branch, Procurement Center or Contracting Office

2) The Canvass Committee/Contracting Committee, as a whole shall perform the following functions:

1. Obtain quotations from at least three (3) suppliers, in case of shopping.
2. Obtain the supplier's quotation or pro-forma invoice together with the conditions of sale, in case of direct contracting.
3. Prepare, evaluate and sign certificate of canvass
4. Make resolutions/recommendations for the award
5. Prepare/finalize procurement contracts
6. Ensure that all conditions/procedures have been satisfied in the conduct of shopping, repeat order, direct contracting and negotiated mode of procurement.

3) Individual Duties and Responsibilities of Canvass/ Contracting Committee

a) Chairman:

- (1) Presides over the meeting
- (2) Ensures records of all meetings, significant decisions and events are kept
- (3) Ensures the security of all documents
- (4) Ensures the preparation of checklist and other tools to evaluate shopping mode of procurement, direct contracting, repeat order and negotiated procurement.

b) Member: Legal Officer or Admin Officer

- (1) Ensures that all actions taken or procedures followed by the committee adhere to legal requirements
- (2) Ensures adherence of documents to existing laws and regulations
- (3) Assist in formulating the contract with the winning Supplier
- (4) Performs other duties as directed by the Chairman

c) Member: Financial Analyst

- (1) Prepares cost-effectiveness analysis of the quotations in coordination with the Procurement Officer
- (2) Evaluates the financial package of the projects
- (3) Assesses the corporate profile of the Supplier

d) Member: End-User

- (1) Provides input/data to the group on the requirements and specifications

- (2) Prepares comparative data on the technical evaluation of the project
- (3) Performs other duties as directed by the Chairman

e) Secretary: Procurement Officer: (Non-voting member)

- (1) Acts as secretary of the group
- (2) Prepares and keeps records of all the proceedings of the group
- (3) Maintains file of all documents arising out of the activity
- (4) Ensures adherence of the document to the technical requirement of the project
- (5) Assists the legal Officer in formulating the contract with the winning supplier.
- (6) Performs other duties as directed by the Chairman

15) **PCG BAC SECRETARIAT:** The PCG BAC Secretariat created by the HPCG to serve as the main administrative support for all PCG units BAC

16) The PCG BAC Secretariat shall serve as the gateway in the acceptance of bidding requests and the subsequent convening of the concerned PCG BAC. Hence, the BAC Secretariat shall take care of the distribution of workloads to the different PCG BAC.

17) The head of the BAC Secretariat shall be at least fifth ranking permanent employee of the PCG.

18) The functions of the BAC Secretariat are as follows:

- a) Organize and make all necessary arrangements for the PCG BAC meetings.
- b) Attend PCG BAC meetings as Secretary
- c) Prepare Minutes of the PCG BAC meetings
- d) Take custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested bidders.
- e) Assist in managing the procurement processes.
- f) Monitor procurement activities and milestones for proper reporting to relevant agencies when required.
- g) Consolidate PPMPs from various units of the procuring entity to make them available for review as indicated in Sec. 7 of RA 9184 and its IRR-A.
- h) Make arrangements for the pre-procurement and pre-bid conferences and bid openings; and
- i) Be the central channel of communications for the PCG BACs with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public.

7. APPROVAL OF PROCUREMENT CONTRACTS:

The following officials shall have the authority to approve and sign Purchase Orders/Job Orders/Work Orders/Contracts for the procurement of goods, services, and infrastructure projects, with corresponding amount as indicated.

Chief of Staff	Below P 50,000.00
Vice Commandant for Administration (VCA)	P 50,001.00 – P 100,000.00
Vice Commandant for Operations (VCO)	P 100,001.00 – P 150,000.00
Commandant, PCG	P 150,001 – above

8. PROCEDURES:

A. Preparation/Approval of PPMP/APP or SPP

- 1) End user unit's Logistics Office prepares its respective PPMP/APP in accordance with the prescribed format. PPMP's/APP must be in three (3) copies with e-copy prior submission to office of CG-4 for consolidation and review following the timelines for the preparation/submission of the APP.
- 2) PCG BAC consolidates and evaluates the APP's, prepares/signs the resolution for all procurement activities falling under shopping mode then recommends thru CG-4 the approval/signature of Chairman, HPCG BAC and the attached resolution.
- 3) CG-4 validates the PPMP/APP or SPP and retains the e-copy then forwards same including the resolution for approval.
- 4) Commandant, PCG signs the APP or SPP, including the resolution for the shopping mode of procurement.
- 5) CG-4 transmits the approved APPs and resolution to the end-user units for implementation, copy furnished HPCG BAC office. Likewise, the DOTC shall be furnished with copies of the APP's and SPP's for monitoring purposes to ensure compliance with the provisions of RA 9184 and its IRR.
- 6) End-user units, in time, initiate implementing action.

B. Amendment of APP:

- 1) End-user forwards the request and other supporting documents for the amendment of its APP for review/evaluation of HPCG and approval by CS, PCG.
- 2) CG-4 endorses the recommendation of PCG, BAC to CS, PCG for approval/signature.
- 3) Upon approval, CG-4 updates its records then transmits the amended APP to end-user, copy furnished the PCG, BAC.

C. Procurement Flow

1) Requisitioning Procedures:

- a) End-user Supply Officer/Logistics Officer prepares the Requisition and Issue Slip (RIS) and forwards it to SAO. If items requested are available, the respective Logistics Officer shall issue an issuance directive. Otherwise, the Requisition Inventory Slip (RIS) thru SAO shall certify the non-availability of stocks.
- b) End-user requesting unit's Supply Officer prepares the Procurement Request (PR) indicating therein the mode of procurement. If the items to be procured are not included in the approved APP, the end-user initiates the amendment of APP.
- c) CG-6 will issue the Allotment Obligations (ALLOBS) for all the procurement activity of P 20M and below.
- d) The end-user forwards the PR with complete documents as follows:
 - 1) APP/SPP/Amendatory APP
 - 2) DV with Allobs
 - 3) Technical Specs, if necessary Terms of Reference (TOR), Circular of Requirements (COR), and Scope of Work.

2) Procurement

- a) Concerned PCG BAC conducts bidding. After determining the successful bidder, Notice of Award (NOA) is sent for approval to the appropriate authority. Consequently, the unit serves the NOA to the winning bidder. However, if the

procurement is thru shopping mode, the procurement shall be implemented by respective PCG units.

- b) The TWG together with the unit prepares the contract or Purchase Order (PO) with inputs from winning bidder for approval/signing by the authorized official.
- c) After the contract is finalized, contracting parties will sign the contract.
- d) The contract or PO shall be reviewed by CGLS or its major service counterparts prior to the approval/signature by the approving authority.
- e) Upon approval of the contract, units furnish copy of the contract to the supplier together with the issuance of Notice to Proceed (NTP).
- f) The supplier delivers the items to the PCG in accordance with the contract.
- g) The SAO/RSO of PCG Procurement Service receives items for safekeeping and notifies Technical Inspection and Acceptance Committee (TIAC) for inspection of delivery.
- h) The TIAC ensures that the items delivered are in accordance with the specifications stipulated in the procurement documents. The TIAC accepts the items and forwards the acceptance report to Procurement Service
- i) At the same time, the SAO/RSO inspects the items delivered or Contracting Office. Inspection and Acceptance may be done simultaneously by TIAC.
- j) The SAO of the requesting party accepts the item/s.
- k) Unit Supply Office/End-User receives item thru Invoice Receipt of Property (IRP), Acknowledgement Receipt (ARE), Requisition and Issue Slip (RIS), or using appropriate documents.
- l) Accounting receives liquidating documents.

3) Payment

- a) Upon receipt of SAO Acceptance Report and Inspection Report from TIAC, the Procurement Service prepares the Disbursement Voucher (DV), attach the Obligation Slip (Allobs) and other pertinent documents and forward to Accounting Office for the availability of cash.
- b) The Accounting Office journalizes record and certify as to availability of cash/signs box A of the DV/countersigns check.
- c) Finance Center prepares and signs check and advise of check issued and forward DV for CPCG's approval and signs box B of the DV.
- d) The Finance Center releases the check to the supplier and in return the supplier issues an Official Receipt
- e) The Finance Center submits report of payment to Contracting Office.

4) Reporting and Monitoring of Procurement

- a) At the end of each quarter, the Procurement Service or Contracting Offices (CO) prepare and submit the Quarterly Report of all procurement activities to DOTC and recommend amendment to the APP as the need arises.
- b) The PCG BAC validates the Quarterly Report of Procurement and submits the report to CG-4 NLT 15th day of the month following the end of the quarter covered by the report.

5) Procurement thru Public Bidding has the same procedures as follows:

- a) CGPS issues Bidding Request (BR) to concerned BAC together with the complete documents for the particular procurement required for the conduct of Public Bidding thru the BAC Secretariat.
- b) Concerned TWG validates the technical specifications and present to the PCG BAC for the preparation of the requirements in the conduct of Public Bidding.

- c) Concerned PCG BAC conducts the Public Bidding, as follows:
- d) Calls for Pre-Procurement Conference with the concerned TWG and End-User in attendance to discuss, among others, the following: preparation of bid documents, Terms of Reference (TOR), approved APP, certification of availability of funds, technical specifications, eligibility requirements and schedule of Pre-Bid Conference, Submission and Opening of Bids.
- e) Pre-procurement conference may not be required for procurement of goods costing P2M and below, for infrastructure P5M and below, and consulting services P1M and below.
- f) Posts Invitation to Apply for Eligibility and to Bid (ITAEB/ITB) in a newspaper of general nationwide circulation. However, contracts to be bid with an ABC of P2M and below for goods, P5M and below for infrastructure, and P1M and below for consulting services, the posting shall be done only in the website of the procuring entity; conspicuous place reserved for this purpose.
- g) Calls for Pre-Bid Conference with the prospective bidders in attendance to discuss the technical and financial components of the contract to be bid. However, for contracts to be bid costing less than P1M, pre-bid conference may be conducted at the discretion of the PCG BAC.
- h) Receives and opens the bids.
- i) Evaluates and determines the lowest bid proposal
- j) The Technical Working Group will conduct the detailed bid evaluation and Post-qualifies to determine the lowest calculated responsive bid (LCRB)/highest rated responsive bid (HRRB)
- k) Determines the Lowest Calculated Bid.
- l) After determining the LCB, the TWG will proceed post-qualification only upon resolved of all Motion for Reconsiderations concerning the procurement.
- m) Declares the bidder with the LCRB/HRRB as the winning bidder and recommends to approving authority the award of contract to the winning bidder.
- n) CGPS endorse the recommendation of concerned PCG BAC together with the Notice of Award (NOA) for approval/signature of the approving authority.
- o) Approving Authority approves the recommendation and signs the NOA then send back to CGPS.
- p) CGPS issues NOA for the contract preparation and subsequently issuance of Notice to Proceed (NTP).
- q) The TWG prepares the contract (with supplier's input) for approval/signing by the Commander.

f) Procurement thru Limited Source Bidding

The same requisitioning procedures under 8. c.1 herein are to be followed, except that in the PR, the mode of Limited Source Bidding is being requested.

- a) CG4 receives procurement request for the use of Limited Source Bidding with supporting documents.
- b) CGPS evaluates the request then prepares/signs the resolution for the use of alternative mode of procurement, and recommends same to the CSPCG (thru: CG4) for approval/signature.
- c) CGPS seeks legal opinion from CGLS, if necessary, and endorse the resolution to CSPCG for implementation.

- d) CSPCG approves the recommendation and signs the resolution, then sends back to CGPS for implementation.
- e) CGPS forwards the approved resolution to PCG BAC, together with the supporting documents required for the conduct of Limited Source Bidding.
- f) PCG BAC will conduct the Limited Source Bidding using the same procedures of Public Bidding, except that only the preselected bidders are given the ITAEB/ITB.
- g) Bid and performance securities are required.

9. RESCISSION:

All Circulars, Policies and Directives Inconsistent with the Provision of this Circular are hereby rescinded and modified accordingly upon approval and effectivity of this Circular

10.EFFECTIVITY:

This Circular takes effect upon publication.

BY COMMAND OF VICE ADMIRAL TUASON:

OFFICIAL:

AARON T RECONQUISTA
COMMO PCG
Chief of Coast Guard Staff



ALGIER D. RICALAFRENTE
LCDR PCG
Coast Guard Adjutant