



REPUBLIKA NG PILIPINAS

# **Pambansang Pangasiwaan ng Patubig**

(NATIONAL IRRIGATION ADMINISTRATION)  
LUNGSOD NG QUEZON

MC # 42 S. 1976

## MEMORANDUM CIRCULAR

T O : Asst. Administrators, Department Heads, Members  
of All Bidding Committees, Regional Irrigation  
Directors, Project Managers, Project Engineers,  
and all others concerned  
National Irrigation Administration

SUBJECT : Guidelines for the Prequalification of Prospective  
Bidders and Determination of the Lowest Responsible  
Bidder for Construction Contract

For your guidance and immediate implementation, attached is  
a copy of Department Order No. 33 dated July 19, 1976 of the Depart-  
ment of Public Works, Transportation and Communications further  
amending Department Order No. 63, as amended by Department Orders  
Nos. 93, 75 and 77, on the above subject which was adopted by NIA  
under NIA Board Resolution No. 2895-76.

In this connection, all orders, circulars, rules and regu-  
lations inconsistent herewith are hereby revoked and/or modified.

Strict compliance is enjoined.

  
ALFREDO L. JUINIO  
Administrator

Encl.: a/s

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**OFFICIAL SECRETARY**

# Millers' Loan

DEPARTMENT (ORDER): SUBJECT: Bureau of Emergency Management

NO 104345

[illegible]

1. In the interest of the Service and in order to give effect to the provisions of Section 19.51 of the Revised Uniform State Code, as amended, the following amendments to the Regulation promulgated in connection with the Federal Acquisition Regulation prospective bidders and award of contract.

1) Plans and specifications for the project as the bid shall be made available only to qualified contractors upon payment of the purchase bonding price thereof. The said plans and specifications shall not be returned by the agency or office concerned and such contractors shall not be entitled to reimbursement for such payment.

2) The Contraction is net contracting and thus his net worth as shown by the balance sheet for any particular time as reflected in his income tax return filed with and received by IRS is reduced by ten (10) million dollars in the construction process. Over time, however, only the portion of his salary that is withheld and sent to the bank for his construction obligations is taken in the evaluation.



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In the determination of the value of all ongoing construction projects, the following rules shall be observed:

- a) In cases where the construction contract has been awarded to two or more contractors, only the portion that pertains to the contractor concerned shall be considered.
- b) In the event that the unfinished portion of his existing contract is longer than the construction period of the project bid for, only that portion of his on-going construction project coinciding with that of the bid project shall be included in the evaluation.

For purposes of prequalification, a prospective bidder may be required to submit a certificate of cash deposit to the Committee on Prequalification. Once prequalified, certified checks may be required to be submitted as bidder's cash deposit to the agency or office concerned at least three (3) business days immediately preceding the opening of bids. Actual cash deposit must be accompanied by a letter to the bank concerned, signed by the drawer authorizing the Head of the Office or his authorized representative to verify the veracity of the deposit. If, after verification, the checks are found to be unsupported by actual cash deposits in the bank concerned, the Contractor shall be disqualified to bid for one (1) year or more, in the discretion of the Director or Head of the office concerned.

- (4) In the determination of the lowest responsible bidder, the following rules shall be observed:





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- a) The lower limit is minus 25% of either (1) the government estimate or (2) the average of all bids accepted and considered, whichever is lower.
- b) The upper limit is plus 15% of the government estimate but in no case shall the unit price for any major item exceed 15% of the total project cost, except 25% of the government estimate for such item.

The Government, however, reserves the right to reject any or all bids, to waive any informality in the bids received, and to disregard any bid which is obviously unbalanced. The right is also reserved to reject the bid of any bidder who a) has previously failed to properly perform or complete on time any and all construction contracts undertaken by him, b) having secured prequalification papers, and later prequalified, failed to participate in the bidding conducted by the agency or office concerned, for two (2) consecutive times, and c) was prequalified on the basis of fraudulent, suppressed or incomplete information.

This Order shall take effect immediately and shall apply to all Bureaus and Offices directly under, and Government Corporations attached to, the Department.

All orders, circulars, rules and regulations inconsistent herewith are hereby revoked.

ALFREDO A. JUMENTO  
Secretary