



Republika ng Pilipinas
Hambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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OUR REFERENCE:

September 17, 1998

Noted + file


MEMORANDUM CIRCULAR NO. 78


TO : All Assistant Administrators
Department/Division Managers
Regional Irrigation Managers/Directors
Project Managers/Directors
Chairman, COMBISCON

SUBJECT : NIA Short List of PCAB-Accredited Contractors

1. In conjunction with the Simplified Public Bidding procedures authorized under R.A. 8435 known as Agriculture and Fisheries Modernization Act of 1997, there shall be established and maintained in the computer data base, a **NIA Short List of PCAB-Accredited Contractors** (Short List for short) which shall contain the information extracted from Bidders Prequalification Statements.
2. The Prequalification Sections of the Specification Division, Design & Specification Department (DSD) at the central office with the assistance of the Design & Specification Sections of the Engineering Division at the Field Offices shall have the primary responsibility for the establishment and maintenance of the Short List. The COMBISCON Staff shall assist in the computerization of the NIA Short List.
3. Prospective bidders or bonafide Contractors who are duly accredited and classified for the project category and size and who are included in the Master List of Accredited Contractors prepared by the Philippine Contractors Accreditation Board (PCAB) may initially enter into the NIA Short List by way of participating in one of the bidding of NIA, or by submitting a letter of intent to participate in any future bidding of NIA, accompanied by a properly accomplished standard Pre-C1 Forms for Contractors Pre-qualification Statements.
4. The NIA Short List shall be prepared in accordance with the guidelines promulgated by PCAB which put emphasis on strict requirements of good track record performance and/or capability requirements among others and with additional information as to its status, whether "ACTIVE" or "INACTIVE".

- a. The status of the Company is ACTIVE when all the required information submitted by the Company is current or updated. ACTIVE status would mean that the Company can participate in the simplified public bidding for NIA projects;
 - b. The status of the Company is INACTIVE when some of the required information submitted by the Company are not current or have not been updated. The Company can be restored to ACTIVE status only when all the required information are properly updated.
 - c. The name of the Company shall be deleted from the Short List when there is no updating made on the submitted information during a two-year period. The Company may re-enter the Short List only by following the initial entry procedures.
5. Prospective bidders/contractors at the Field Offices shall be prequalified by the PBAC at the Field Offices. The Prequalification Sections of the Field Offices shall use the attached worksheets and formats and submit the Short List to the DSD copy furnish the office of the COMBISCON for proper updating in the NIA data bank.
 6. The PBAC of the concerned operating unit of NIA shall invite the companies with ACTIVE status in the Short List to participate for a specific project to be bid out. The prospective bidders included in the INACTIVE status may participate in said bidding after updating their records.
 7. The Short List itself is not confidential and shall be open to any interested party. It shall be mandatory for the Field Offices to furnish the Local Contractors Associations in their respective locality and for the Central Office to furnish the PCAB copies of the NIA Short List.
 8. This Memorandum Circular shall take effect immediately.


MANUEL ANTONIO S. AREVALO
Administrator

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REC. 9/18

September 28, 1998