



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

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 97-60-71 to 78
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OUR REFERENCE:

January 12, 1999

MEMORANDUM CIRCULAR NO. ⁰²_____

TO : All Assistant Administrator
All Department/Project/Operation Managers
Regional Irrigation Managers

SUBJECT : Amendment to Circular No. 37, s.98, on Simplified Public Bidding

1. Memorandum Circular No. 37, series 1998, is hereby amended by adding/inserting the following numbered paragraph:

"3. Prior authority to procure contracts through Simplified Public Bidding shall be secured from Administrator regardless of amount."
2. Paragraph 3 to 7 of existing Memorandum Circular No. 37, shall be renumbered to become paragraph No. 4 to 8 respectively.
3. This amendment shall take effect immediately.


MANUEL S. AREVALO
Administrator

January 19, 1999

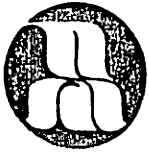
0-01-162-88

TIME FRAME FOR SIMPLIFIED PUBLIC BIDDING

1.	Invitations to PCAB-Accredited Contractors -----	1 week
2.	Issuance of Pre-qualification Documents and Bid Documents Preparation of Pre-qualification Statements and Preparation of the Financial Bid -----	2 weeks
3.	Site Visit and Inspection Pre-Bidding Conference -----	1 week
4.	Submittal of Bids, consisting of two (2) Envelops Opening of 1st Envelope (Pre-qualification Documents) Evaluation of Bidders Notice of Pre-disqualification and Pre-qualification -----	1 week
5.	Submittal of Appeals; Consideration of Appeals 2nd Notice of Pre-disqualification and Pre-qualification Notice of submittal of Bid Securities Opening of Financial Bids (2 nd Envelope) -----	1 week
6.	Opening of the Financial Bids (2nd envelope) Evaluation of Bids Preparation of Resolution Recommending Award -----	2 weeks
7.	Approval of Award by the Administrator and the NIA Board of Trustees Notation by the DA Secretary -----	2 weeks
8.	Preparation of the Notice of Award Perfection of Contract -----	2 weeks
9.	Approval of Contract -----	1 week
10.	Pre-construction Conference Preparation and Issuance of Notice to Proceed (NTP) -----	1 week

TOTAL

14 weeks
or 3½ mos.



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OUR REFERENCE:

January 12, 1999

MEMORANDUM CIRCULAR NO. 02

TO : All Assistant Administrators
All Department /Project/Operation Managers
Regional Irrigation Managers

SUBJECT : Amendment to Circular No. 37, s.98, on Simplified Public Bidding

1. As provided for in paragraph IB.10.4.2 of the Amended Implementing Rules and Regulations (IRR, 12 July 1995) of P.D. 1594, Simplified Public Bidding Procedures may be adopted for major national projects which are defined as projects within the approved Core Public Investment Projects (CPIP) or Flagship Projects approved by the President. Section 29 of the Agriculture and Fisheries Modernization Act further states that "The construction, repair, rehabilitation, improvement, or maintenance of irrigation projects and facilities shall follow the Commission on Audit (COA) rules on simplified public bidding."
2. To shorten the contract procurement process and to make all NIA public bidding transparent, fair and more competitive, the Simplified Public Bidding shall be adopted in all AFMA and other locally-funded civil works projects of NIA. The following are the rules and regulations on Simplified Public Bidding as prescribed in Part III COA Manual for Public Bidding and IB 10.4.2.5, IRR of PD 1594, as amended, 12 July 1995.

IB 10.42.5

- "c. For specific project to be bid out, the PBAC of the concerned field offices/operating units of the Agency shall invite all contractors/companies with ACTIVE status in the NIA Short List of Accredited and Classified Contractors by the NIA and PCAB to submit to the PBAC not later than a specified date, time and place the following: (a) their prequalification statements, and (b) their price proposals for the subject project. The invitation to bid shall also indicate the project description, maximum contract duration, and desirable starting date among others.
- d. All such accredited and classified contractors that are interested in bidding for the project shall secure from the PBAC, upon payment of a non-refundable fee, copies of the bid documents, including plans, specifications, draft contract with terms and conditions, instructions to bidders, and proposal book with bill of quantities, among others.

- e. Said contractors shall submit to the PBAC at the designated time and date, in two separate sealed envelopes:(a) their accomplished prequalification statements, and (b) their price proposals for the subject project using the bid forms in the proposal book.
- f. The PBAC shall, in the presence of the contractors and representatives of COA, deposit all the sealed envelopes containing the price proposals in a designated secured container (e.g., steel cabinet) and shall lock this using two padlocks, one of those keys shall be kept by the PBAC chairman and the other by the representative of the COA in the PBAC.
- g. The PBAC shall within one week from the submission of sealed envelopes then evaluate the prequalification statement of each of the bidders.
- h. Within the same period, the PBAC shall notify the prequalified as well as the predisqualified contractors of the results of the evaluation of the prequalification statements. In the case of a predisqualification, the reason for same shall be indicated.
- i. The PBAC shall allow one (1) week after the notices mentioned in paragraph above have been transmitted within which to evaluate requests for reconsideration, if any, from predisqualified contractors, and shall notify them accordingly of the results of such reevaluation within the same period.
- j. The PBAC shall inform all prequalified contractors of the date and time of the opening of bid and instruct them to submit their respective bid securities before such date in an amount prescribed under Instruction To Bidders clause of the bid documents.
- k. The failure or refusal of the contractor to submit said bid security shall automatically cause the deletion of the contractor from the NIA Short List.
- l. At the designated date and time, the PBAC shall receive the bid securities of the bidders, thereafter, the PBAC shall, in the presence of representatives of the COA, publicly open the container where the sealed envelopes containing the price proposals were deposited. All bidders shall be invited to have their respective duly authorized representatives present to witness the opening of the price proposals. (Please see COA Cir. No. 95-006).
- m. The PBAC shall return to the predisqualified contractors their respective sealed envelopes containing their price proposals.
- n. The PBAC shall open the sealed envelope of each of the qualified bidders, examine its contents and determine if the corresponding bid security is adequate in amount and in proper form. The PBAC shall then open, read and record the approved agency estimate. It shall thereafter read and record the price proposals of each bidder.
- o. The PBAC shall have two (2) weeks from opening of the sealed envelopes containing the financial proposals within which to evaluate the bids in detail, prepare the resolution of award and submit the same to the approving authority."

3. **Prior authority to procure contracts through Simplified Public Bidding shall be secured from the Administrator regardless of amount.**
4. The following, are the additional guidelines and procedures on the evaluation of prequalification statements/documents, evaluation of bids, and post-qualification.
 - a. During the prequalification process, the Technical Secretariat/Committee shall undertake the examination and analysis and verifications/validation of the bidders prequalification statements and documents, and report to the PBAC, their findings on the deficiencies in the form of Summary Worksheets for each bidder. The PBAC shall discuss one bidder at a time, the findings of the Technical Secretariat, and decide whether the applicant bidder shall be pre-qualified or not. Those that have deficiencies shall be informed in writing of their respective deficiencies and given the opportunity under P.D. 1594, to make an appeal for reconsideration and/or correct their deficiencies. After the Technical Secretariat and the PBAC have reevaluated their appeals, the resolution for Prequalification and pre-disqualification is prepared and submitted to the approving authorities.
5. For better transparency and competitiveness, the public bidding shall be advertised at least once in the national or local newspaper nationwide or regional circulation respectively, in addition to the letters of Invitation to bid being sent out.
6. The following document shall be furnished to the Central Office by all PBAC Secretariat:
 - a. Short-List of Accredited Contractors in their regions.
 - b. Calendar-dated Schedule of the procurement process with milestone dates from advertisement or invitation to prequalify up to issuances of notice to proceed.
 - c. One set of bidding documents.
7. All PBACs are enjoined to follow strictly the time duration of the bidding process in Annex A hereof.
8. This Memorandum Circular shall take effect immediately


MANUEL ANTONIO S. AREVALO
Administrator