

*J 22 Jan 2002*

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 05, 2002

MEMORANDUM CIRCULAR

TO : THE ASSISTANT ADMINISTRATORS, DEPARTMENT MANAGERS,  
REGIONAL MANAGERS, OPERATIONS MANAGERS, PROJECT  
MANAGERS AND ALL OTHERS CONCERNED

SUBJECT : DISPLAY OF BILLBOARDS CONTAINING PROCEDURES ON  
*HOW TO PARTICIPATE IN NIA BIDDING*

In consonance with the President's State of the Nation Address in July 2001 requiring all government departments and agencies to draw up programs to reduce corruption and red tape in the Executive Branch, all Regional Managers and Project Managers are directed to display billboards containing procedures on *How to Participate in NIA Bidding*.

The billboards shall be displayed at any conspicuous places within your premises on or before February 28, 2002.

Copies of the Memorandum on Anti-Graft & Anti-Red Tape Programs and the current Bidding Procedures on Civil Works Contract, Supplies Contract and Open Canvass/Sealed Bidding at Central Office are attached for your information and reference.

For compliance.

  
JESUS EMMANUEL M. PARAS  
Administrator

15 January 2002

Office of the President  
of the Philippines  
Malacanan

**MEMORANDUM**

TO : All Cabinet Secretaries and Agency Heads

FROM : The Head, Presidential Management Staff, and  
Secretary to the Cabinet

SUBJECT : **ANTI-GRAFT AND ANTI-RED TAPE PROGRAMS**

DATE : 5 October 2001

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In her State of the Nation Address in July, the President instructed all government departments and agencies to draw up programs for two objectives: a) to reduce corruption in the Executive Branch with tangible results within 12 months (by July 2002), and b) to cut the number of signatures required to obtain key services and/or permits. To facilitate program formulation toward these objectives, may we respectfully suggest the following guidelines:

1. **INVOLVE AGENCY CONSTITUENTS.** The best partners in waging war on graft and red tape are your agency's clientele. They can tell you which processes and offices are ridden with corruption, and which procedures would benefit the public most if signatures are cut in half. And they are among the best indicators of how well you are doing in reducing corruption and red tape. So it is advisable to consult and involve your clientele from the start in assessing where urgent anti-graft and anti-red tape action is needed, how best to attack the problems, and whether the programs adopted are working. You may also need to undertake communications campaigns to drum up public involvement in your programs, so people know what you are doing and may even help out. This approach will ensure that when your agency programs and achievements are publicized online or in the media, they are likely to win approval from your clientele.

**2. AIM FOR VERIFIABLE SHORT-, MEDIUM- AND LONG-TERM TARGETS.**

It is suggested that agency programs aim for a combination of short-, medium- and long-term targets. This will help ensure that the President's call for "tangible results" is met. One example of the short-term measure is to ban "fixers" from offices; it can be implemented immediately with quick results. Medium-term measures are those that yield results within a year, i.e., until the next SONA. Certain complex procedural changes could take that long; so might the installation of new computer equipment and programs. Long-term measures take longer than a year to yield full results, but even these programs should include intermediate results measurable within months after implementation begins. The overriding requirement is for results to be tangible and measurable, even something like a higher score in a survey of clientele asked to rate honesty at the agency.

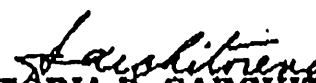
**3. CUT SIGNATURES BY HALF.** A number of agencies have submitted anti-red tape programs, which promise to speed up processing, but make no mention of signatures being reduced. Please make sure to comply with the President's instruction to cut signatures by half. If you can speed up processing time and lessen corruption, so much the better. But the halving of signatures must be done as well.

We will conduct another two days of workshops later this month where departments and agencies will be asked to present their anti-graft and anti-red tape programs. All are requested to submit one set of Basic Data and Project Status forms for the anti-corruption programs, and another set for the programs to cut signatures by half and reduce red tape. These two sets of forms should be emailed to [sonafeedback@pms.gov.ph](mailto:sonafeedback@pms.gov.ph) by Oct. 19.

In addition, starting Oct. 9, departments and agencies presenting SONA pledges to the Cabinet will be required to detail at least one commonly accessed procedure for which signatures will be cut in half.

For copies of SONA reporting forms in Excel format, and for any questions or clarifications, please contact Usec. Ricardo Saludo, Head, Policy Units, PMS; tel. 734-2091.

For your guidance. Thank you.

  
**VICTORIA E. GARCHITORENA**  
Head, Presidential Management Staff  
and Secretary to the Cabinet

# HOW TO PARTICIPATE IN NIA PUBLIC BIDDINGS

CIVIL WORKS CONTRACTS (For Locally Funded Projects)			SUPPLY CONTRACTS			OPEN CANVASS & SEALED BIDDING		
WHAT TO DO	WHAT TO BRING	WHERE TO GO	WHAT TO DO	WHAT TO BRING	WHERE TO GO	WHAT TO DO	WHAT TO BRING	WHERE TO GO
1. LOOK FOR ADVERTISEMENT IN LOCAL NEWSPAPERS OR WEBSITE	LETTER OF INTENT	BAC CHAIRMAN - TO SECURE ELIGIBILITY FORMS UPON PAYMENT OF THE REQUIRED FEE AT CASHIER.	1. LOOK FOR ADVERTISEMENT IN LOCAL NEWSPAPERS OR WEBSITE	LETTER OF INTENT	PROCUREMENT DIVISION, GROUND FLR, NIA BLDG. A, EDGA, Q.C.	1. READ NOTICE OF BIDDING & REQUIREMENTS POSTED AT NIA BULLETIN OR WEBSITE		BID BULLETIN BOARD LOCATED AT GROUND FLR, OUTSIDE PROCUREMENT DIVISION OR WEBSITE OF NIA
2. SUBMIT ELIGIBILITY DOCUMENTS	ELIGIBILITY DOCUMENTS	BAC CHAIRMAN	2. GET ORDER OF PAYMENT AND PAY FEE	CASH	ACCOUNTING DIVISION TO GET ORDER OF PAYMENT, THEN TO CASHIER TO PAY REQUIRED FEE FOR BID DOCUMENTS	2. INQUIRE BIDDING REQUIREMENTS		PROCUREMENT DIVISION, GROUND FLR., NIA BLDG. A TEL. # 921-3906
3. WAIT FOR RESULT OF EVALUATION OF ELIGIBILITY DOCUMENTS. NOTICES OF ELIGIBILITY ARE SENT BY PERSONAL DELIVERY OR REGISTERED MAIL.	IF NOT ELIGIBLE TO BID, LETTER OF RECONSIDERATION (IF CONTRACTOR FINDS IT NECESSARY)	BAC CHAIRMAN - IF FOUND ELIGIBLE, BAC WILL ADVISE CONTRACTOR TO SECURE BID DOCUMENTS.	3. SECURE ELIGIBILITY REQUIREMENTS & BID DOCUMENTS	OFFICIAL RECEIPT	PROCUREMENT DIVISION	3. SECURE PROPOSAL FORM	FOR NEW BIDDERS 1. COMPANY PROFILE 2. AUTHORITY OF REPRESENTATIVE TO TRANSACT BUSINESS	PROCUREMENT DIVISION
4. SECURE BID DOCUMENTS, QUALIFICATION FORMS AND BIDDING SCHEDULES	NOTICE OF ELIGIBILITY	BAC CHAIRMAN - TO SECURE BID DOCUMENTS UPON PAYMENT OF THE REQUIRED FEE AT CASHIER.	4. ATTEND PRE-BID AS SCHEDULED	BID DOCUMENTS	PRE-BID DESIGNATED PLACE	4. DROP BID PROPOSAL	DULY SIGNED PROPOSAL OR QUOTATION	A. DROP AT BID BOXES LOCATED AT PROCUREMENT DIVISION OR... B. SUBMIT TO AUTHORIZED NIA OFFICIAL AS SPECIFIED IN THE INVITATION OR... C. GIVE TO AUTHORIZED NIA CANVASSEER (FOR OPEN CANVASS)
5. SUBMIT BIDS AND ATTEND BID OPENING	BID PROPOSALS, DOCUMENTARY REQUIREMENTS AND QUALIFICATION DOCUMENTS	SUBMIT DIRECTLY TO BAC ON OR BEFORE DATE, TIME AND PLACE SPECIFIED IN THE NOTICE.	5. SECURE COPY OF SUPPLEMENTAL NOTICE		PROCUREMENT DIVISION	5. IF WINNING BIDDERS, RECEIVE PURCHASE ORDER		BIDDERS MAY INQUIRE RESULTS AT PROCUREMENT DIVISION OR CALL TEL. NO. 921-3906
6. WAIT FOR AWARD OF CONTRACT. NOTICES ARE MAILED/DELIVERED TO AWARDING CONTRACTOR	NOTICE OF AWARD	BAC CHAIRMAN	6. ACCOMPLISH DOCUMENTS/ELIGIBILITY REQUIREMENTS AND BID PROPOSAL					
7. BE READY FOR CONTRACT SIGNING	FOR AWARDING - CONTRACTOR PERFORMANCE BOND AND CREDIT LINE CERTIFICATE	BAC CHAIRMAN	7. ATTEND BID OPENING	TWO SEALED ENVELOPES: ENVELOPE 1 - ELIGIBILITY & DOCUMENTARY REQUIREMENTS ENVELOPE 2 - TECHNICAL AND BID PROPOSAL	DROP AT BID BOXES LOCATED AT THE PROCUREMENT DIVISION OR SUBMIT DIRECTLY TO THE BAC ON THE DATE, TIME, PLACE SPECIFIED IN THE INVITATION TO BID			
8. BE READY FOR PROJECT IMPLEMENTATION IF CONTRACT IS MORE THAN P50M/ WAIT FOR CLEARANCE OF CONTRACT BY NEDA	NOTICE TO PROCEED	CONCERNED OFFICIALS: ASST. ADMINISTRATOR / REGIONAL MANAGER / PROJECT MANAGER / PROVINCIAL IRRIGATION OFFICER / IRRIGATION SUPERINTENDENT	8. WAIT FOR RESULTS OF BIDDING. NOTICES ARE MAILED OR DELIVERED TO WINNING/LOSING BIDDERS.		BIDDERS MAY INQUIRE RESULTS OF BIDDING AT PROCUREMENT DIVISION OR CALL TEL. # 921-3906 OR 922-4768			

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