

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.: 929-6071 TO 78  
TELEFAX NO.: 926-2846  
TIN: 000-916-415

OUR REFERENCE:

MC No. 3, s. 2010

**MEMORANDUM CIRCULAR**

**TO : The Senior Deputy Administrator, Deputy Administrators,  
Department Managers, Regional Irrigation Managers,  
Operations Managers, Project Managers,  
Irrigation Management Officers and All others concerned**

**SUBJECT: Guidelines for Shopping & Small Value Procurement (GPPB  
Resolution No. 09-2009) & Amendments to affected  
Provisions of the IRR of R.A. 9184 to reflect the intent of  
the GPPB ( GPPB Res. Nos. 11-2009 & 13-2009)**

Attached herewith are copies of Three (3) Resolutions passed by the  
Government Procurement Policy Board (GPPB) namely:

1. Resolution No. 09-2009 approving by referendum the guidelines for Shopping & Small Value Procurement under Section 53.9 of the IRR which took effect 17 December, 2009;
2. Resolution No. 11-2009 amending Section 23.5.2.4 and 24.1 (a) (iv) of the IRR of R.A. 9184 which took effect 25 December, 2009 ; and
3. Resolution No. 13-2009 amending Section 29 of the IRR of 9184 which also took effect 25 December, 2009 , a day immediately after its publication in a newspaper of general circulation (Daily Tribune).

For your information, reference and strict compliance.

  
**CARLOS S. SALAZAR**  
Administrator

January 14, 2010





PUBLICATION DATE: 2 DECEMBER 2009  
(THE DAILY TRIBUNE)

EFFECTIVITY DATE: 17 DECEMBER 2009

## RESOLUTION NO. 09-2009

### APPROVING, BY REFERENDUM, THE GUIDELINES FOR SHOPPING AND SMALL-VALUE PROCUREMENT

WHEREAS, the Government Procurement Policy Board (GPPB), under Section 63 of Republic Act 9184 (R.A. 9184), is mandated to formulate and amend public procurement policies, rules and regulations, and amend whenever necessary the implementing rules and regulations of R.A. 9184;

WHEREAS, the revised set of Implementing Rules and Regulations (IRR) of R.A. 9184 was approved last 22 July 2009 and took effect last 2 September 2009 or thirty (30) days after its publication in the *Official Gazette*;

WHEREAS, one of the amendments under the IRR is the increase in the threshold for Shopping under Section 52 and Small Value Procurement under Section 53.9 of the IRR;

WHEREAS, to provide control measures that will safeguard these provisions from abuse, the GPPB, during its 9<sup>th</sup> Regular Meeting held last 30 September 2009, deliberated and approved, in principle, the procedural guidelines for Shopping and Small-Value Procurement;

WHEREAS, the Inter-Agency Technical Working Sub-Group, to whom the drafting and finalization of these guidelines were delegated, has approved the Guidelines for Shopping and Small Value Procurement, and agreed to favorably recommend these for the final approval of the GPPB;

NOW, THEREFORE, WE the Members of the GOVERNMENT PROCUREMENT POLICY BOARD, by virtue of the powers vested on US by law, hereby RESOLVE to confirm, adopt and approve, as WE hereby confirm, adopt and approve, the GUIDELINES FOR SHOPPING AND SMALL-VALUE PROCUREMENT, attached as Annex "A" to, and made an integral part of, this resolution, and recommend the same to the GPPB for final approval.

This resolution shall take effect immediately.

APPROVED this 23<sup>rd</sup> day of November 2009 at Pasig City, Philippines.



(Sgd.)

**ROLANDO G. ANDAYA, JR.**  
Secretary  
Department of Budget and Management

(Sgd.)

**AUGUSTO B. SANTOS**  
Acting Director General  
National Economic and Development  
Authority

(Sgd.)

**DEPARTMENT OF EDUCATION**

(Sgd.)

**DEPARTMENT OF ENERGY**

(Sgd.)

**DEPARTMENT OF FINANCE**

(Sgd.)

**DEPARTMENT OF HEALTH**

(Sgd.)

**DEPARTMENT OF INTERIOR AND  
LOCAL GOVERNMENT**

(Sgd.)

**DEPARTMENT OF NATIONAL  
DEFENSE**

(Sgd.)

**DEPARTMENT OF PUBLIC WORKS  
AND HIGHWAYS**

(Sgd.)

**DEPARTMENT OF SCIENCE AND  
TECHNOLOGY**

(Sgd.)

**DEPARTMENT OF TRADE AND  
INDUSTRY**

(Sgd.)

**DEPARTMENT OF TRANSPORTATION  
AND COMMUNICATIONS**

(Sgd.)

**PRIVATE SECTOR REPRESENTATIVE**

Attested by:

(Sgd.)

**RUBY U. ALVAREZ**  
Board Secretary, GPPB  
Executive Director, GPPB-TSO



## **GUIDELINES FOR SHOPPING AND SMALL VALUE PROCUREMENT**

### **1. SCOPE AND PURPOSE**

These Guidelines shall prescribe the general procedures for procurement through:

- a. Shopping of readily available off-the-shelf goods, or ordinary/regular equipment under Section 52.1 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184; and
- b. Small Value Procurement of goods, infrastructure projects, and consulting services under Section 53.9 of the IRR.

### **2. GENERAL GUIDELINES**

- a. The decision to resort to Shopping or Small Value Procurement shall be reflected in the Annual Procurement Plan and must take into consideration the annual procurement requirements of the item to be procured and other market factors, such as fluctuations in prices.
- b. Splitting of contracts is strictly prohibited. Splitting of contracts means the breaking up of contracts into smaller quantities and amounts, or dividing contract implementation into artificial phases or subcontracts, for the purpose of making it fall below the threshold for shopping or small value procurement, or evading or circumventing the requirement of public bidding.
- c. After the decision to resort to Shopping or Small Value procurement has been made, the conduct thereof may be delegated to the appropriate bureau, committee, or support unit duly authorized by the Bids and Awards Committee.

### **3. PROCEDURAL GUIDELINES**

- a. The Request for Quotation (RFQ), indicating the specification, quantity, Approved Budget for the Contract (ABC), and other terms and conditions of the item to be procured, shall be prepared.
- b. The RFQ must also prescribe the manner by which price quotations shall be submitted *i.e.*, by sealed or open quotation, and the deadline for their submission. In all instances, however, information relating to the examination, evaluation, and comparison of price quotations shall be kept confidential and should not be disclosed to any other party except to those officially concerned until award of contract.
- c. The RFQ shall be sent to at least three (3) suppliers, contractors, or consultants of known qualifications. However, during unforeseen



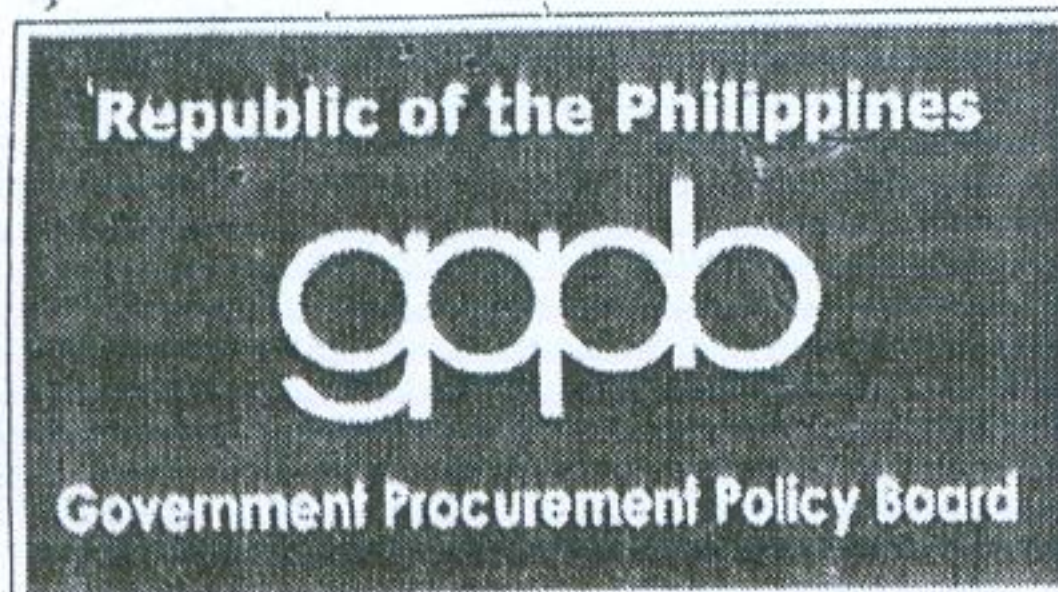
contingencies requiring immediate purchase under Section 52.1(a) of the IRR, the RFQ may be sent to only one (1) supplier.

- d. RFQs shall also be posted for a period of seven (7) calendar days in the Philippine Government Electronic Procurement System (PhilG-EPS) website, website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity. However, in the following instances, this posting requirement shall not be applicable:
  - i. When there is an unforeseen contingency requiring immediate purchase under Section 52.1(a) of the IRR; or
  - ii. RFQs with ABCs equal to Fifty Thousand Pesos (Php 50,000.00) and below.
- e. After the deadline for submission of price quotations, an Abstract of Quotations shall be prepared setting forth the names of those who responded to the RFQ, their corresponding price quotations, and the lowest quotation (for goods or infrastructure projects) or highest rated offer (for consulting services) submitted.
- f. For Shopping under Section 52.1 (b), at least three (3) price quotations must be obtained.
- g. The deadline for submission may be extended if none or less than the required number of price quotations are received. Extensions of deadline shall be posted in accord with subparagraph 3(d) of these Guidelines.
- h. Award of contract shall be made to the lowest quotation (for goods or infrastructure projects) or, after successful negotiations, the highest rated offer (for consulting services) which complies with the specifications and other terms and conditions stated in the RFQ.
- i. For information purposes, all awards shall be posted in the PhilG-EPS website, website of the procuring entity, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity except for those with ABCs equal to Fifty Thousand Pesos (Php 50,000.00) and below.
- j. The procuring entity must validate whether it is entering into a contract with a technically, legally and financially capable supplier, contractor or consultant by requiring the submission of relevant documents or through other means.

#### 4. **EFFECTIVITY**

These Guidelines shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general nationwide circulation.





PUBLICATION DATE: 24 DECEMBER 2009  
(THE DAILY TRIBUNE)

EFFECTIVITY DATE: 25 DECEMBER 2009

**RESOLUTION NO. 11-2009**

**APPROVING AMENDMENTS TO THE REVISED IMPLEMENTING RULES  
AND REGULATIONS OF REPUBLIC ACT NO. 9184**

**WHEREAS**, Republic Act No. 9184 (RA 9184), entitled "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and For Other Purposes," took effect on 26 January 2003, while its Implementing Rules and Regulations Part A (IRR) took effect on 8 October 2003;

**WHEREAS**, the Government Procurement Policy Board (GPPB), under Section 63 of the IRR-A of RA 9184, is mandated to formulate and amend public procurement policies, rules and regulations, and amend, whenever necessary, the IRR of RA 9184;

**WHEREAS**, after extensive consultation and deliberations, the GPPB, during its meeting held last 22 July 2009, approved the Revised IRR of RA 9184 through GPPB Resolution 03-2009;

**WHEREAS**, the Revised IRR of RA 9184 was published in a Supplemental Issue of the Official Gazette last 3 August 2009, and took effect on 2 September 2009;

**WHEREAS**, some errors were noticed in the Revised IRR of RA 9184 which should be corrected in order to avoid confusion on the implementation of the affected provisions;

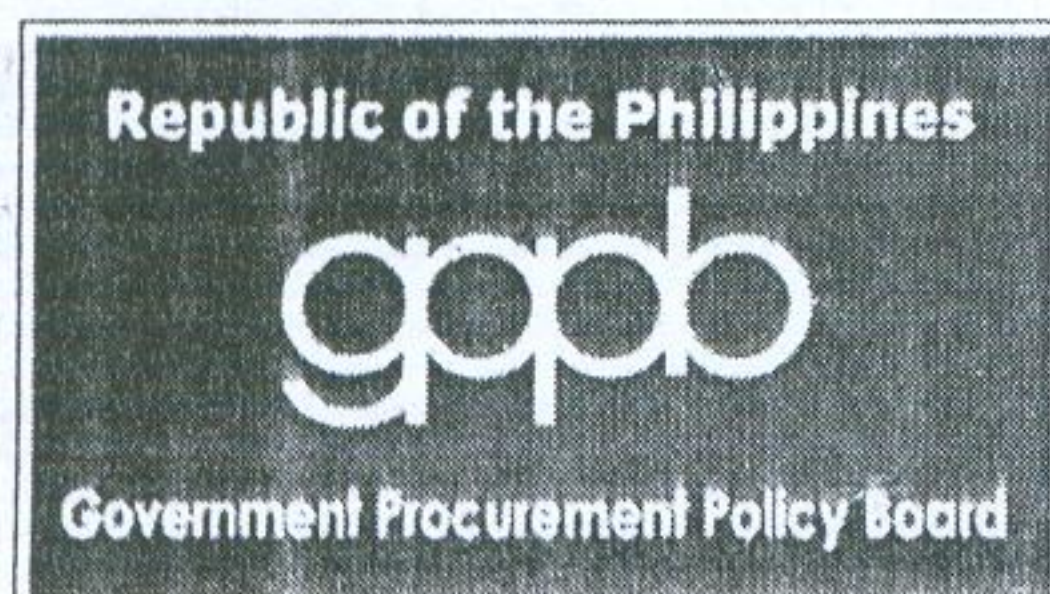
**WHEREAS**, these errors were presented to the GPPB during its meeting held last 30 November 2009, and, after thorough deliberations, the GPPB resolved to amend the affected provisions in order to reflect the intent of the GPPB;

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US** by law, hereby **RESOLVE** to approve, as **WE** hereby approve the following amendments on the Implementing Rules and Regulations of Republic Act 9184:

- a) On Section 23.5.2.4, correct "Constructors Performance Evaluation Summary" to "Constructors Performance Evaluation System".
- b) On Section 24.1(a)(iv), include the phrase "including their respective curriculum vitae" at the end of the provision, to wit:

Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.





## RESOLUTION NO. 11-2009

c) On Section 24.4.2, delete reference to Section 30.3.

d) On Section 50 (b), delete the word "plant".

This resolution shall take effect immediately after its publication.

**APPROVED** this 30<sup>th</sup> day of November 2009 at Pasig City, Philippines.

(Sgd.)

**ROLANDO G. ANDAYA, JR.**  
Secretary  
Department of Budget and Management

**AUGUSTO B. SANTOS**

Acting Director General  
National Economic and Development  
Authority

(Sgd.)

**DEPARTMENT OF EDUCATION**

**DEPARTMENT OF ENERGY**

(Sgd.)

**DEPARTMENT OF FINANCE**

**DEPARTMENT OF HEALTH**

(Sgd.)

**DEPARTMENT OF INTERIOR AND  
LOCAL GOVERNMENT**

**DEPARTMENT OF NATIONAL  
DEFENSE**

(Sgd.)

**DEPARTMENT OF PUBLIC WORKS  
AND HIGHWAYS**

(Sgd.)

**DEPARTMENT OF SCIENCE AND  
TECHNOLOGY**

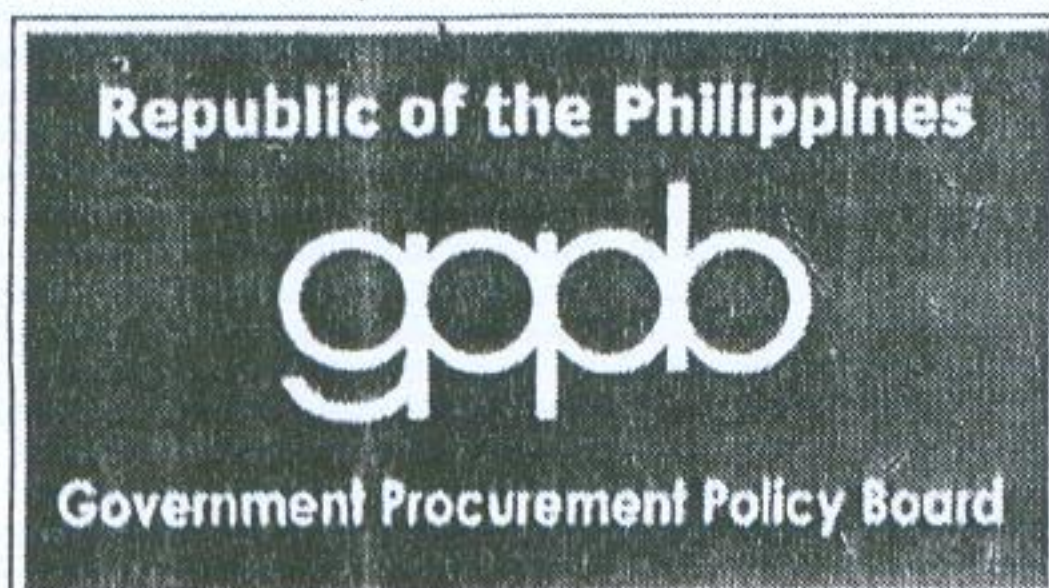
**DEPARTMENT OF TRADE AND  
INDUSTRY**

**DEPARTMENT OF TRANSPORTATION  
AND COMMUNICATIONS**

(Sgd.)

**PRIVATE SECTOR REPRESENTATIVE**





## RESOLUTION NO. 11-2009

---

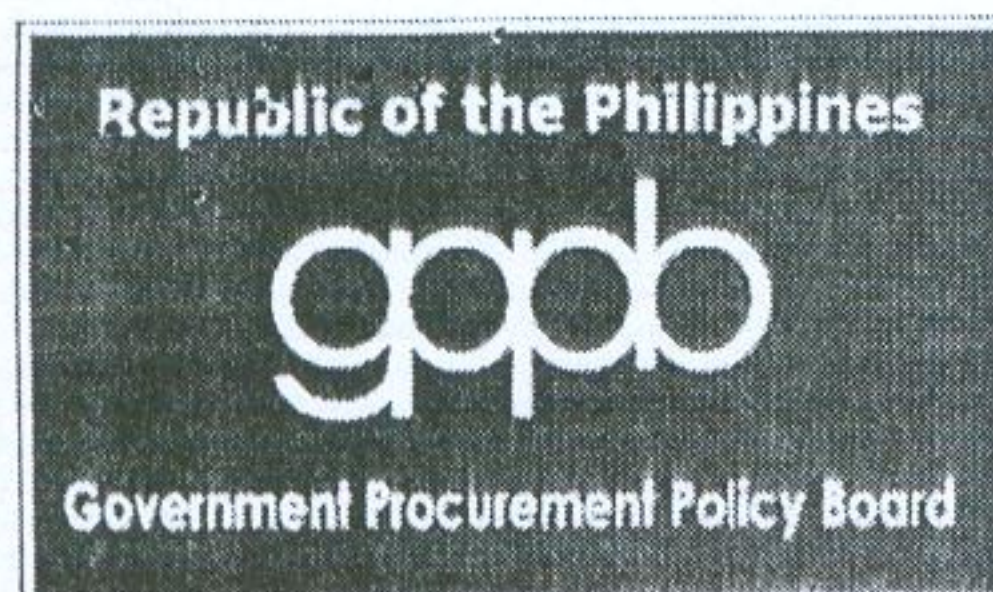
Attested by:

(Sgd.)

---

**RUBY U. ALVAREZ**  
Board Secretary, GPPB  
Executive Director, GPPB-TSO





PUBLICATION DATE: 24 DECEMBER 2009  
(THE DAILY TRIBUNE)

EFFECTIVITY DATE: 25 DECEMBER 2009

## RESOLUTION NO. 13-2009

### APPROVING AMENDMENTS TO THE REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 9184

**WHEREAS**, Republic Act No. 9184 (R.A. 9184), entitled "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and For Other Purposes," took effect on 26 January 2003, while its Implementing Rules and Regulations Part A (IRR) took effect on 8 October 2003;

**WHEREAS**, the Government Procurement Policy Board (GPPB), under Section 63 of the IRR-A of RA 9184, is mandated to formulate and amend public procurement policies, rules and regulations, and amend, whenever necessary, the IRR of RA 9184;

**WHEREAS**, after extensive consultation and deliberations, the GPPB, during its meeting held last 22 July 2009, approved the revised IRR of RA 9184 through GPPB Resolution 03-2009;

**WHEREAS**, the revised IRR of RA 9184 was published in a Supplemental Issue of the Official Gazette last 3 August 2009, and took effect last 2 September 2009;

**WHEREAS**, the GPPB determined that the published version of the revised IRR of RA 9184 failed to include a material amendment clarifying the policy that the opening of bids should be conducted within the same day as, and immediately after, the deadline for the submission and receipt of bids;

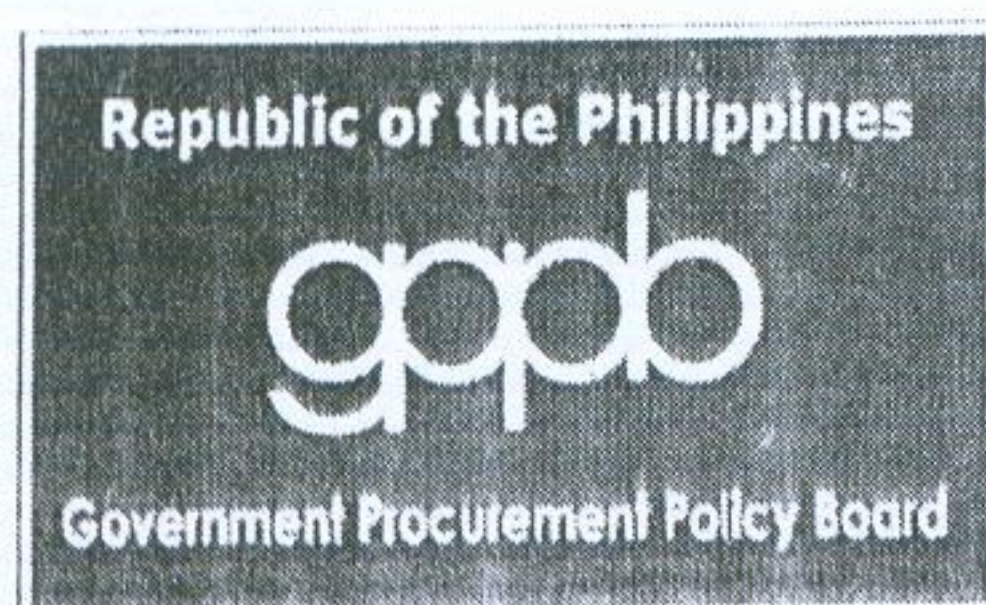
**WHEREAS**, during its meeting on 16 December 2009, the GPPB, after thorough discussions, resolved to amend Section 29 of the revised IRR of RA 9184 to clarify the policy on opening of bids;

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US** by law, **RESOLVE** to approve the amendment to Section 29 of the Implementing Rules and Regulations of Republic Act 9184 as follows:

The BAC shall open the bids immediately after the deadline for the submission and receipt of bids. The time, date, and place of the opening of bids shall be specified in the Bidding Documents. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall adopt a procedure for ensuring the integrity, security, and confidentiality of all submitted bids. The minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.

This resolution shall take effect immediately after its publication.





## RESOLUTION NO. 13-2009

APPROVED this 16<sup>th</sup> day of December 2009 at Pasig City, Philippines.

(Sgd.)

**ROLANDO G. ANDAYA, JR.**  
Secretary  
Department of Budget and Management

**AUGUSTO B. SANTOS**  
Acting Director General  
National Economic and Development  
Authority

(Sgd.)

**DEPARTMENT OF EDUCATION**

**DEPARTMENT OF ENERGY**

(Sgd.)

**DEPARTMENT OF FINANCE**

**DEPARTMENT OF HEALTH**

(Sgd.)

**DEPARTMENT OF INTERIOR AND  
LOCAL GOVERNMENT**

**DEPARTMENT OF NATIONAL  
DEFENSE**

(Sgd.)

**DEPARTMENT OF PUBLIC WORKS  
AND HIGHWAYS**

(Sgd.)

**DEPARTMENT OF SCIENCE AND  
TECHNOLOGY**

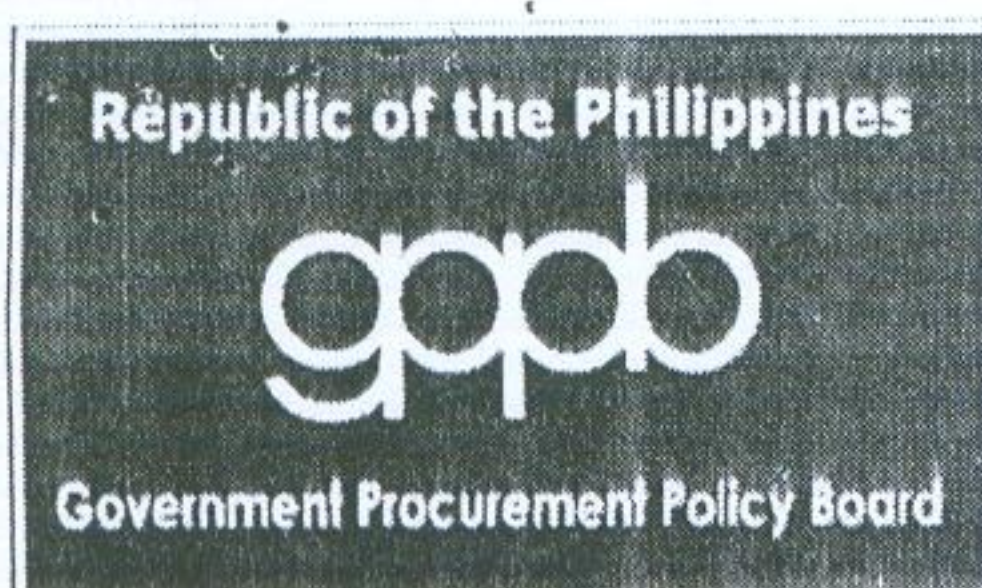
**DEPARTMENT OF TRADE AND  
INDUSTRY**

**DEPARTMENT OF TRANSPORTATION  
AND COMMUNICATIONS**

(Sgd.)

**PRIVATE SECTOR REPRESENTATIVE**





## RESOLUTION NO. 13-2009

Attested by:

(Sgd.)

---

**RUBY U. ALVAREZ**  
Board Secretary, GPPB  
Executive Director, GPPB-TSO