



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE



MEMORANDUM CIRCULAR No. **73**
Series of 2024

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,
REGIONAL / DEPARTMENT / PROJECT MANAGERS, DIVISION
MANAGERS AND ALL OTHER CONCERNED

SUBJECT : STREAMLINING THE PROCESSING OF THE 15% ADVANCE PAYMENT
FOR INFRASTRUCTURE CONTRACTS

Based on Annex "E" of the Revised IRR of R.A.9184 and the 6th Edition of the Philippine Bidding Documents, the determination of the schedule/requirements for the 15% Advance Payment to be specified in the Bid Documents is up to the Procuring Entity. Currently, as per NIA's Bid Documents, particularly in the Special Conditions of Contract (SCC), it is prescribed that the 15% Advance Payment shall be made in lump sum, or at the most two equal (2) installments (7.5% each), wherein one of the primary requirements is the mobilization of the contractor's equipment.

In order to harmonize and streamline the current procedures and improve the financial disbursement of the Agency, it is essential to adjust certain provisions in NIA's Bid Documents relative to the processing of the 15% Advance Payment.

In view hereof, all Implementing Offices are hereby advised that the schedule/requirements to be included in the SCC of their Bid Documents shall be adjusted accordingly based on the following:

1. Full 15% Advance Payment shall be made directly, in lieu of the option for the two (2) installments; and
2. The mobilization of equipment and/or key personnel as a requirement for the release of the 15% Advance Payment shall be excluded since these are integral parts of the Implementation Program to be submitted.

This memorandum shall apply to upcoming infrastructure contracts and shall supersede all existing memoranda inconsistent herewith.

For strict compliance.


ENGR. EDUARDO EDDIE G. GUILLEN

Administrator

21 JUN 2024

Date