

	Policy and Procedure on Competitive Bids and Awards	
	Document Reference: EOMS-BAC-POL-001	Revision Number:03
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I. Objective

The DLSU-D policy on competitive bids and awards ensures that all procurement undertakings meet applicable institutional and regulatory requirements.

II. Scope

Purchases of goods and services from a single supplier for a line item amounting to One Million Pesos (Php1,000,000.00) or more per transaction or contract must be conducted through competitive bidding unless an exemption applies as stated in this policy. This policy does not cover services under the Human Resource Management Office (HRMO) consultancy policy.

III. Definition of terms

Bid	Refers to a signed and filled-up bid form proposal submitted by a supplier/contractor/service provider.
Competitive Bidding	Refers to a method of procurement that is open to participation by accredited contractors and suppliers and which consists of the following processes when applicable: invitation to bidders, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, negotiation, and award of Notice to Proceed (NTP) and contract.
Requestor	Refers to the requestor who initiated the purchase of goods and/or services
Purchase Requisition Form (PRS)	Refers to the purchasing form used in requesting goods and services
Term of Reference (TOR)	Refers to a description of the characteristics of good/s and/or service/s required by the requestor. It is the explicit requirements furnished with a solicitation upon which a purchase order or contract is based. Defines the tasks and duties required of a bidder and highlights the goods/or services to purchase. It states the planned activities, expected inputs and outputs, and working schedules when applicable.

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Special Procurement	Special procurement refers to the acquisition of goods, services, or infrastructure projects that require expedited processing, alternative procurement methods, or special considerations due to urgency, uniqueness, or compliance with institutional requirements.
Notice to Proceed (NTP)	A "Notice to Proceed" (NTP) is a formal document issued by BAC to the winning bidder. It authorizes the supplier, contractor, or service provider to start the project as specified in the contract. This step is crucial for ensuring that all parties are aligned and focused on the project's timeline and deliverables.
One Page Report	A One Page Report serves as the executive summary of the procurement process that involves bidding. This document is prepared by the BAC Admin Officer and must be approved and signed by the Committee. It ensures that the information included is accurate, precise, and adheres to the established procurement procedures through bidding.
Contract	A contract is a legally binding agreement between two or more parties that outlines specific obligations, rights, and responsibilities.
Technical resource person	The technical resource person shall be an existing consultant of the University with in-depth knowledge and expertise in a specific technical field. In the absence of a consultant, employees of line offices (such as BFMO, ICTC, CSD, CIT, CSO and others) may also serve as technical resource person.

IV. General Policy

1. Competition within a free marketplace provides the best value for the consumer. By encouraging competition among viable vendors, the University strives to obtain goods and services at the best possible cost and quality.
2. Purchases less than One Million Pesos (Php1,000,000) are delegated to the Purchasing Office through a regular procurement. Purchases of goods and services from one supplier of a line item equal to One Million Pesos (Php1,000,000.00) and above per transaction or contract shall be purchased through

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competitive bidding.

3. All procurement requests, particularly under the bidding process, shall be submitted to the Purchasing Office three (3) months before the end of the existing contract or when the goods and/or services are needed. Otherwise, failure to comply with this provision shall require the approval of the Chief Administrative Officer/ Chief Lasallian Mission Officer /Principal/ Provost or the University President (as the case may be depending on whose division the procurement falls under).
4. Competitive bidding shall be managed by the Bids and Awards Committee (BAC) to ensure that all procurement activity that exceeds the ceiling amount meets applicable institutional and regulatory requirements. The BAC shall have the following functions:
 - 4.1 Conduct of Bidding Process
 - Oversees the pre-bid conference, ensuring that bidders fully understand the technical specifications, scope of work, and bidding requirements.
 - Ensures a fair and transparent bidding process to encourage healthy competition among qualified bidders.
 - 4.2 Bid Evaluation and Deliberation
 - Receives and evaluates submitted bids based on eligibility requirements, technical compliance, and financial proposals.
 - Conducts in-depth deliberations on the strengths and weaknesses of each bid to ensure the selection of the most advantageous offer for the University.
 - Ensures all deliberations adhere to transparency, accountability, and value-for-money procurement principles.
 - 4.3 Decision-Making on Bid Awards
 - Renders decision to select suppliers, contractors, or service providers based on the bid evaluation results. The final decision is subject to the approval of the University President.
 - Issues Notice to Proceed to winning bidder.
 - 4.4 Resolution of Bidding-Related Issues
 - Reviews and decides on bid protests, bidder disqualifications, and contract disputes, ensuring a fair and transparent resolution process.
 - Recommends appropriate corrective actions when procedural lapses or procurement irregularities are identified.
 - 4.5 The BAC, when needed, may dispense other provisions of this policy, such as the conduct of pre-bidding conferences and negotiations as the Committee deems necessary. Other provisions of this policy may only be relaxed due to valid grounds that may affect the operations of the University only upon the directive of the University President and/or Board of Trustees (BOT).
5. The Secretariat shall assist the BAC in the discharge of its functions. The Administrative Officer for Bidding, Policies, and Contract Management shall serve as the lead person of the Secretariat. The Purchasing Office Head shall be an ex-officio member of the Secretariat. The University President shall appoint other members of the Secretariat for a term of one (1) year, including a provisional technical

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resource person with expertise relevant to the procurement at hand.

The Secretariat has the following responsibilities.

5.1 Invitation to Bidders for Pre-Bid Conference

- Prepares and disseminates official notices and invitations to potential bidders, ensuring timely communication of pre-bid conference details.

5.2 Sends Invitations to Bidders for the Pre-Bid Conference

- Coordinates with the BAC to finalize the schedule and formally notifies shortlisted bidders about the conference.

5.3 Eligibility Screening of Prospective Bidders

- Reviews and verifies eligibility documents, licenses, and certifications submitted by prospective bidders to ensure compliance with procurement requirements.

5.4 Ensures that the invited bidders are compliant with the University's technical requirements.

5.5 Receipt and Opening of Bids

- Facilitates the submission, safekeeping, and official opening of bid proposals, ensuring adherence to proper documentation and procedural integrity.

5.6 Negotiation

- Conducts negotiations with bidders, particularly for procurements requiring further clarification, price adjustments, or contract terms finalization.

5.7 One Page Report

- Prepares the one-page report summarizing the procurement of specific goods and/or services.

5.8 Award of Notice to Proceed (NTP) and Contract

- Prepares and releases the Notice to Proceed (NTP) and contract documents to the winning bidder, ensuring that all legal and procedural requirements are met. The BAC Chair, CAO, and the University President sign the NTP.

5.9 Post-Award Compliance Monitoring

- Ensures the awarded contracts comply with agreed terms, conditions, and performance standards.
- Monitors the execution of procurement contracts and addresses any concerns related to delivery, quality, or contract fulfillment.

5.10 Procurement Documentation and Reporting

- Ensures the proper documentation of all procurement deliberations, decisions, and bidding outcomes.

6. The Bids and Awards Committee shall be directly under the Office of the President. Therefore, the University President shall appoint the Chair and members of BAC on an annual basis. The De La Salle Brothers' community shall be ex-officio represented in the Committee.

7. The appointed Chair of BAC, when needed, may delegate the authority to preside over the meeting or any other tasks to any member of the Committee at any time

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8. A representative from the Risk, Compliance, and Audit Office (RCAO) shall be invited as an observer for transparency of the process. The primary role of the RCAO representative in the bidding process shall be the submission of observations for the information of BAC and the University President. As such, the RCAO representative must submit written observations for a particular procurement within three (3) working days after the Committee, on a regular meeting, decides on the winning bidder. Failure to comply with this provision shall be entered into the records of BAC and communicated to the Office of the University President.
9. All bid proposals identified by the Secretariat as compliant and complete shall be endorsed to BAC for bidding. The winning bid shall be selected based on the criteria set forth by this policy.
10. The BAC reserves the right to delay or invalidate the bidding process anytime if the required number of qualified bidders is less than three (3) or as may be requested by the end-user for a justifiable reason as may be approved by the Chief Administrative Officer/ Chief Lasallian Mission Officer /Principal/ Provost or the University President (as the case may be depending on whose division the procurement falls under).
11. After the winning bid has been determined, the Secretariat, as deemed necessary by the Bids and Awards Committee (BAC), may facilitate negotiations regarding the terms, conditions, and pricing with the winning bidder. Once all parties have agreed, the winning bidder must submit a revised proposal within three (3) business days following the negotiation.
12. The ideal turn-round time for one regular procurement through bidding, from filing the request to the Purchasing Office to issuing NTP, is 21 working days. Failure to comply with this provision shall be entered into the records of BAC and communicated to the Office of the University President.

V. Eligible bidders

1. Only accredited suppliers/contractors/service providers identified by the Purchasing Office are eligible to bid. However, this provision may be waived due to emergency or other valid grounds that may affect the operations of the University or as may be approved by the University President and/or BOT.
2. As defined in the Purchase of Regular Goods and Services Policy and Procedures, “The emergency procurement is the purchase of goods and services to resolve an exigency, the nature of which is essential to the functions of the University or a particular department or office, in which delay of delivery of goods or services is detrimental to the University’s operations. Such exigency may also result in loss of life and damage to property. The exigency of the request must be justified by the requestor endorsed by the Chief Administrative Officer/Principal/Provost/Chief Lasallian Mission Officer (depending on whose division the procurement falls under) for approval of the University President.”

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VI. Conflict of Interest

- All bidders with conflicting interests shall be disqualified to participate in the procurement. A bidder may be considered to have conflicting interests with another bidder in any of the events described in paragraphs (a) through (c) and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:
 - A bidder has controlling shareholders in common with another bidder.
 - A bidder receives or has received any direct or indirect subsidy from any other bidder.
 - A bidder has the same legal representative as another bidder for this bid.
 - A bidder has a relationship, directly or through third parties that puts them in a position to have access to information about or influence the bid of another bidder or influence the decisions of the BAC regarding this bidding process.
 - A bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.
 - A bidder who participated as a consultant in preparing the design or technical specifications of the goods and related services that are the subject of the bid.
- For BAC members, Secretariat, and RCAO representative, inhibition to a particular procurement may be manifested to the BAC Chair for a valid ground and in relation to provisions in Article VI, Sections 1 and 2 of this policy. The Chair shall rule on such matter.
- As a general policy, no employees of the University and their immediate family members up to the third civil degree of consanguinity and affinity shall be allowed to participate in the bidding process or any procurement of goods and services.

VII. Procedures

- The purchasing clerk receives the PRS. The PRS must contain the specification or description of the item and the quantity.
- If the amount of the requested goods and/or services exceeds the threshold, the Head of the Purchasing Office and the GSO Director shall endorse the PRS and at least three (3) accredited bidders to the BAC Chair. Due to exigency, other suppliers/contractors/ service providers may be considered subject to the approval of BAC.
- The Secretariat verifies if the documents are sufficient in form and substance.
- If the documents are in order for technical procurement, the Secretariat and technical resource person/s shall assess the technical specifications prepared by the end-user.
- If the purchase qualifies for bidding, the BAC Admin Officer shall formally endorse the same to the

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BAC for the bidding process.

6. The BAC may convene for the pre-bidding conference with the end-user to discuss the procurement terms of reference (TOR). In the interest of time, the pre-bidding conference with the end user may be waived or merged with another pre-bidding conference of another procurement as BAC may deem necessary.
7. The Secretariat shall send the Invitation to Bid (IB) to the accredited suppliers/ contractors/service providers. The bidders shall be given three (3) working days to respond to the invitation.
8. BAC shall conduct a Pre-bid conference with the end user and the bidders to discuss the TOR and other details of the procurement.
 - 8.1 Invited bidders must confirm their attendance at the announced pre-bid conference. Non-appearance shall automatically disqualify the bidder. However, BAC may accept bids if the minimum number of bidders is unmet.
 - 8.2 A bidder who confirmed attendance but failed to attend three (3) pre-bid conferences in a school year may be blacklisted.
9. The bidders shall submit their bid proposals to the Chair of BAC on or before the specified date, following the prescribed rules and regulations in preparing, submitting, modifying, and withdrawing the bid proposal.
10. The Secretariat may conduct a plant visit for new suppliers/contractors/service providers if necessary.
11. The Chair convenes the BAC to open the sealed bids. Bidders are invited to witness the opening of bids but are not required to do so.
12. The BAC Admin Officer shall determine if the bid documents are in order. The following shall be observed.
 - 12.1 All received bids are considered final.
 - 12.2 No bidder shall be allowed to contact or communicate directly or indirectly with the members of the BAC. All inquiries should be addressed to the Secretariat.
 - 12.3 The properly filled-up bid form and other attachments must be printed using the company letterhead and free from erasures or alterations. Bidders are required to use the official bid form only. Other supporting documents may be allowed.
 - 12.4 The bid form shall indicate all pertinent information required to evaluate the proposal, including payment terms, warranty, scope of works, and inclusions. The company's authorized representative, such as the President and General Manager, must duly sign the bid form.
 - 12.5 Should there be a need to expound further on the proposal, a separate document containing information not found in the bid form may be attached.
 - 12.6 All required attachments, such as floor plan, facility layout, perspective drawing, project

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timetable, and other attachments indicated in the TOR, should be attached to the bid form. The contractor's permits and licenses or the supplier's certificate of authorization or exclusive distributorship shall also be attached to the bid whenever necessary.

12.7 The total amount shall be indicated in words and figures. In case of discrepancy, the amount stated in words shall prevail.

12.8 The participating bidder is responsible for knowing the terms and conditions of the bidding process and the requirements to qualify. It is also the responsibility of the bidder to follow the prescribed instructions as stipulated in these guidelines.

12.9 Sealed bids shall be hand-delivered to the Secretariat on or before the deadline as agreed during the pre-bidding conference.

12.10 Participating bidders may withdraw their bids before the scheduled opening of bids.

12.11 If the winning bidder withdraws, the bidding fee shall be forfeited in favor of the University as liquidated damages.

12.12 The amounts collected as bidding fees shall be credited to the Bidding Trust Fund under the Office of the President. All bidders must pay a non-refundable bidding fee based on the bid amount as follows:

12.12.1 For bid proposals below Php 1 million: Php 1,000.00

12.12.2 For bid proposals from Php 1 million to Php 2.5 million: Php 2,000.00

12.12.3 For bid proposals exceeding Php 2.5 million: Php 5,000.00

Existing canteen concessionaires are exempted from paying bidding fees since they already pay rental fees.

13. For technical procurement, the bids shall be transmitted to the technical resource person for assessment if the bids comply with the TOR. The end user shall also check the bids. The evaluation of the technical resource person shall not be part of the computation of the rating of BAC.

13.1 For compliant bids, the Secretariat shall transmit the same to the BAC members for evaluation.

13.2 For non-compliant bids, such shall be set aside unless BAC finds reasonable ground to consider the same.

14. The BAC Admin Officer prepares the tally sheet indicating the bidders' list with the corresponding bids and remarks. The criteria for evaluation are the following;

14.1 Substance refers to the factors to be considered in the selection process. These factors are ranked accordingly.

14.1.1 Compliance with technical requirements 50%
(based on the assessment of the technical resource person)

14.1.2 Lowest bid 40%

14.1.3 Compliance with warranty and delivery requirements 10%
(terms of payment, delivery, and after-sales)

14.1.4 Add-ons, freebies, and added extras are allowed. However, since these are not

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part of the criteria, they shall not be part of the evaluation.

15. The BAC Admin shall present the evaluation result to the BAC members for approval.
16. In the interest of time, BAC may waive the negotiation as necessary.
17. If all parties agree during the negotiation, the BAC Admin Officer shall prepare a one-page report immediately. Thereafter, the Notice to Proceed (NTP) and the contract shall be prepared and issued to the winning bidder within five (5) working days after the approval of BAC.
18. The BAC Admin Officer shall then inform the Head of the Purchasing Office in writing to prepare the Purchase Order for supplies of goods. The Purchasing Office shall also be given a copy of the contract.
19. For contracted services, the BAC Admin Officer shall send a copy of the contract to the Purchasing Office and the end user for reference.
20. No goods or services shall be delivered until the Notice to Proceed (NTP), Purchase Order (PO), or Contract has been issued.

VIII. Special Procurement

The University may allow special procurement from competitive bidding. As such, they are exempted from the usual bidding procedures based on the following circumstances:

1. Emergencies
 - 1.1 “Emergency” means any unforeseen circumstances beyond the control of the University that either present a real, immediate danger to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
 - 1.2 Emergency procurements shall be limited to those goods and services necessary to satisfy the emergency need.
2. Sole source procurement
 - 2.1 Sole source procurement shall be considered if;
 - 2.1.1 only a single vendor can provide the goods and/or services.
 - 2.1.2 when a vendor is the exclusive distributor of the goods and/or services in the area that covers the University
3. Delegated Authority
 - 3.1 All procurements falling under delegated authority include the following:

- **Office of the President** - for memorandum of agreement/contract with

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external parties or institutions.

- **Aklatang Emilio Aguinaldo** – for library resources such as printed and electronic books, journals, databases, and other electronic resources.
 - **Asset and Ancillary Management Office through the Retreat Conference Center-Sports Recreation Center (RCC-SRC)** for rental services of lights and sound system, chairs, tables, tents, an air cooler, an industrial fan, and a photo booth.
 - **General Services Office**, for contracts entered into pertaining to transportation services, Emergency Medical Response Team (EMRT), fuel supplies, and courier services
 - **University Research Office**, for receiving funds and the procurement of materials relative to research
 - **Entities that have separate juridical personalities, such as (De La Salle Dasmariñas Alumni Association, Inc (DLSDAAI) and the Parents Organization of De La Salle University-Dasmariñas (POLCA)**, for the procurement of their materials, equipment, and services relative to its functions, being corporations which have a legal personality separate and distinct from that of the University. Their procurement procedures are subject to their own respective policies.
4. Procurements are funded by grants, donations, or gifts when the special conditions attached to the grants, donations, or gifts require procuring particular goods and/or services.
 5. Goods and/or services obtained from or through agreement with De La Salle Philippines (DLSP), other De La Salle schools, governmental, public, or quasi-public entities.
 6. Advertisements in magazines, newspapers, or other media.
 7. Where competitive bids or proposals have been solicited, but sufficient bids were not met.
 8. Payments for government fees, including but not limited to payment of business permits and fire safety inspection certificates, among others.
 9. Other circumstances
 - 9.1 The Board of Trustees and/ or University President may authorize the Purchasing Office to make procurements to address the University's urgent and important needs.
 10. The guidelines for delegated authority, as contained in the Purchase of Regular Goods and Services Policy

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and Procedures, when applicable, also apply.

11. Special Procurement Process

- 11.1 The end-user will submit the Special Procurement Form and supporting documents to BAC. The supporting documents may include but are not limited to a Purchase Requisition Slip (PRS) with budget approval and performance evaluation of the previous suppliers/contractors/service providers.
- 11.2 The SPF must be signed by the Chief Administrative Officer/ Chief Lasallian Mission Officer /Principal/ Provost or the University President (as the case may be depending on whose division the procurement falls under).
- 11.3 The Secretariat verifies whether the request qualifies for special procurement based on eligibility criteria.
- 11.4 The Secretariat and technical resource person/s assess the technical specifications and compliance requirements.
- 11.5 If the purchase qualifies as special procurement, the Secretariat shall endorse the same to the BAC for approval.

IX. Repealing Clause

Any other policy/policies in conflict with this policy shall be deemed as superseded.

X. Related Documents

1. Suppliers/ Contractors/ Service Providers Accreditation Policy
2. Contract Management Policy and Procedures

XI. Attachment

1. Process Flow Chart

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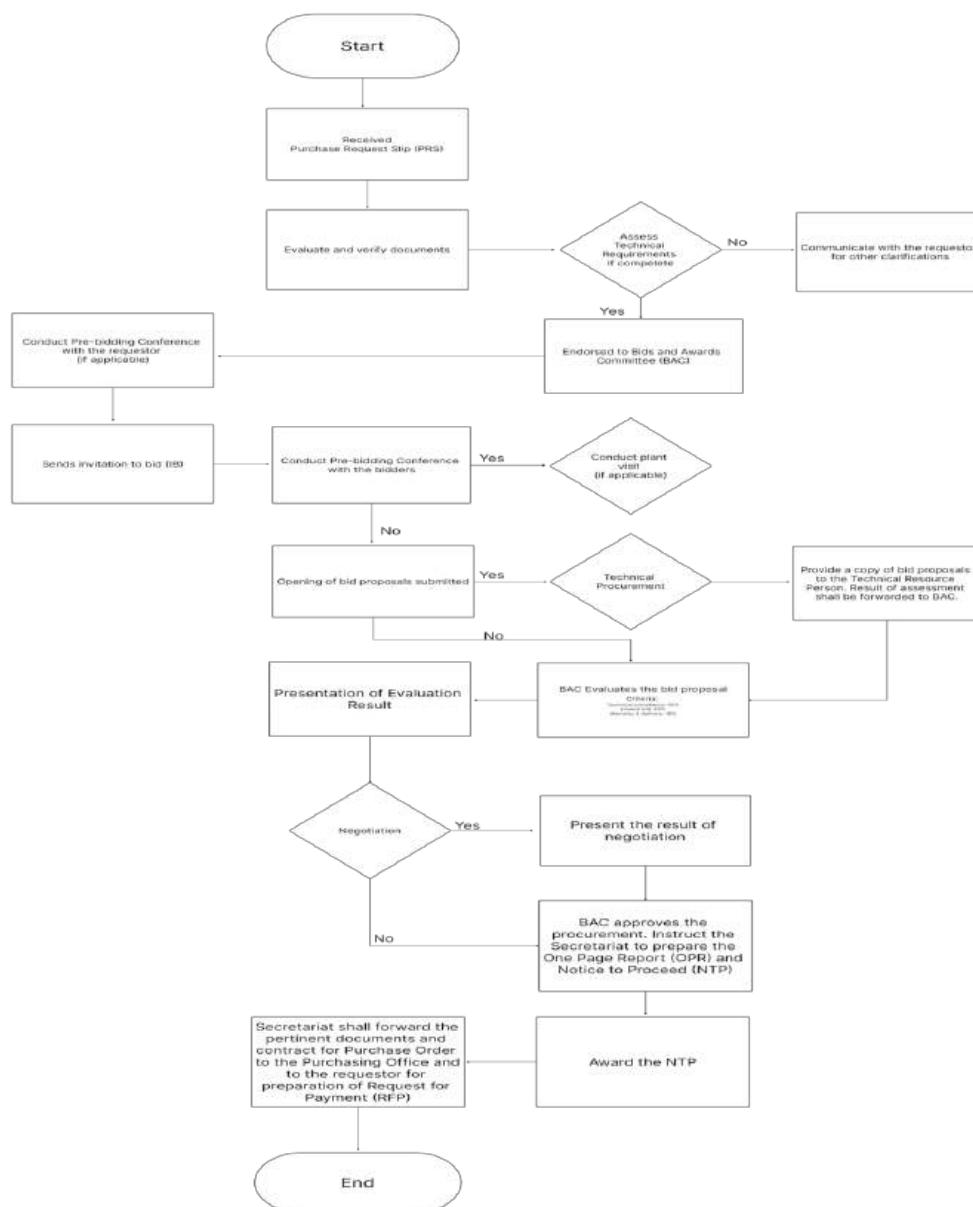
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Review Cycle: Every three (3) School Year

Effectivity Date: 3-18-25

ANNEX A



Prepared by:

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FREDERICK GODINEZ
Director, General Services Office

(SGD)
ARNI G. LLANETA
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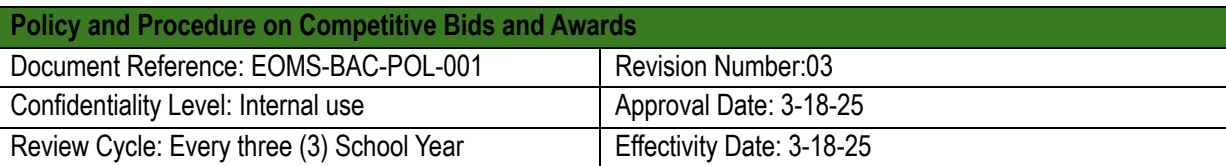
Administrative Services Council represented by:

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NATHANIEL S. GOLLA, PhD.
Vice President for Administrative Services

Approved by:

(SGD)
SONIA M. GEMENTIZA, PhD.
Chief Administrative Officer

(SGD)
BR. FRANCISCO V. DE LA ROSA VI FSC
President

[illegible]page 13 of 17



Policy and Procedure on Competitive Bids and Awards

Document Reference: EOMS-BAC-POL-001

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ANNEX C

TERMS OF REFERENCE	
Document Reference: EOMS-BAC-FRM-002	Revision Number: 000
Confidentiality Level: Internal Use	Approval Date: 3-18-2025
Review Cycle: Every three (3) School Year	Effectivity Date: 3-18-2025
Bids and Awards Committee	
TERMS OF REFERENCE	
TECHNICAL REQUIREMENTS	
Description of Goods/Services Detailed description including quantities, specifications, and quality standard(s):	
Explicit Requirements All mandatory requirements and conditions for bidders(s):	
I. Tasks and Duties of the Bidder Policy tasks, deliverables, and responsibilities of the bidder(s):	
ID PRICE (12% VAT Inclusive) I. Project Budget State budget which is allocated and funding source, if applicable:	
II. Working Schedule/Timeline Systems, timeline, and overall time frame for delivery:	
III. Job Descriptions Roles and responsibilities of key personnel involved(s):	
Certification and Approval	
Prepared by: Requestor	
Reviewed by: Technical Resource Person (if applicable)	
Approved by: CAO/MPAS/PLMO/Provost/Principal	
Prepared by: ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies, and Contract Management	Reviewed by: Administrative Services Council represented by: NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services
	Approved by: SONIA M. GEMENTIZA, PhD. Chief Administrative Officer

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Policy and Procedure on Competitive Bids and Awards

Document Reference: EOMS-BAC-POL-001

Revision Number:03

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ANNEX D

SPECIAL PROCUREMENT FORM	
Document Reference: EOMS-BAC-FRM-003	Revision Number: 0000
Confidentiality Level: Internal Use	Approval Date: 3-18-2025
Review Cycle: Every three (3) School Year	Effectivity Date: 3-18-2025

PROJECT: _____

SPECIAL PROCUREMENT FORM

Requisitioner/ End-user (Signature over printed name): _____

Endorsing VC/ VP (Signature over printed name): _____

PRS No.: _____

Select the circumstance(s) below that describe the procurement as a **Special Procurement**. Please ensure that justification is provided based on the criteria selected. Attach additional supporting documentation if necessary.

☐ **Sole Source** – only a single vendor is capable of providing the goods and/or services and when a vendor is the exclusive distributor of the goods and/or services in the area that covers the University.

☐ **Delegated Authority** – All procurement falling under delegated authority stipulated in the Policy and Procedures on Competitive Bids and Awards.

☐ **Emergency** – The emergency procurement is the purchase of goods and services to resolve an exigency, the nature of which is essential to the functions of the University or a particular department or office, in which delay of delivery of goods or services is detrimental to the University's operations.

☐ **Others** – The Board of Trustees and/or University President may authorize the Purchasing Office to make procurements to address the University's urgent and important needs as defined in the Policy and Procedures on Competitive Bids and Awards.

Justification for Special Procurement:
(This box is checked for instance(s) defining the stipulated circumstance(s) above. Justify why standard procurement process are not applicable. Attach supporting documents if necessary.)

Bids and Awards Committee Use Only:

Endorsed by:	Signature: _____	Date: _____
	Signature: _____	Date: _____
	Signature: _____	Date: _____
	Signature: _____	Date: _____
	Signature: _____	Date: _____
	Signature: _____	Date: _____

Approved by:

Signature: _____	Signature: _____
Date: _____	Date: _____

Prepared by: ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies, and Contract Management	Reviewed by: Administrative Services Council represented by: NATHANIEL S. GOLLA, PhD Vice President for Administrative Services	Approved by: SONIA M. GEMENTIZA, PhD Chief Administrative Officer
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Policy and Procedure on Competitive Bids and Awards

Document Reference: EOMS-BAC-POL-001

Revision Number:03

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ANNEX E

NOTICE TO PROCEED	
Document Reference: EOMS-BAC-FRM-004	Revision Number: 000
Confidentiality Level: Internal Use	Approval Date: 3-18-2025
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NOTICE TO PROCEED

DATE: _____

NAME OF PRESIDENT/CEO/PROPRIETOR
POSITION

NAME OF COMPANY

Dear: _____

After careful evaluation of your bid, the Bids and Awards Committee (BAC) during its meeting on _____ and the subsequent negotiations on _____ has decided to **award** the procurement of _____ to your company.

In this regard, you are hereby requested to coordinate immediately with the _____ for the details of this procurement.

Please be guided, however, that any amendment to any provision of the Terms of Reference (TOR) or the contract must be referred to BAC for decision.

Procurement Details:

Name of Project: _____

PRS Number: _____

Amount: _____

In St. La Salle,

BAC Chair

Approved:

Chief Administrative Officer

President

~~Conforme:~~

NAME OF PRESIDENT/CEO/PROPRIETOR

POSITION

NAME OF COMPANY

Prepared by: ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies, and Contract Management	Reviewed by: Administrative Services Council NATHANIEL S. GOLLA, PhD Vice President for Administrative Services	Approved by: SONIA M. GEMENTIZA, PhD Chief Administrative Officer
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Prepared by:

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(SGD)
FREDERICK GODINEZ
Director, General Services Office

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ARNI G. LLANETA
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Reviewed by:

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Policy and Procedure on Competitive Bids and Awards

Document Reference: EOMS-BAC-POL-001

Revision Number:03

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ANNEX F

ONE PAGE REPORT	
Document <u>Reference: EOMS-BAC-FRM-005</u>	Revision <u>Number: 000</u>
Confidentiality Level: Internal Use	Approval Date: 3-18-2025
Review Cycle: <u>Every three (3) School Year</u>	Effectivity Date: 3-18-2025

I.
Bids & Awards Committee
Date _____

ONE PAGE REPORT
Name of Procurement

1. _____
2. _____
3. _____
4. _____
5. _____

Bids and Awards Committee

Member, Brothers' Community

Member, Brothers' Community

Member, Director Accounting

BAC Chair

Requisitioner:

Prepared by: ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies, and Contract Management	Reviewed by: Administrative Services Council (represented by): NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	Approved by: SONIA M. GEMENTIZA, PhD. Chief Administrative Officer
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Reviewed by:

Administrative Services Council represented by:

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Vice President for Administrative Services

Approved by:

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SONIA M. GEMENTIZA, PhD.
Chief Administrative Officer

(SGD)
BR. FRANCISCO V. DE LA ROSA VI FSC
President