

GUIDELINES ON BIDDING FOR GOODS AND SERVICES

RATIONALE

The University procures supplies, materials, equipment, and services in support of various academic and non-academic requirements in its campus and satellite facilities.

This manual aims to ensure that procurement of these items are sourced from duly accredited vendors at the right price, right quality, right quantity, and delivered on time.

PRINCIPLES

1. All purchasing activities shall be centralized in the Procurement office except in emergency situations and those exempted by the President and Chancellor.
2. Bid prices will not be the sole consideration in awarding but quality, delivery time, and financial capability of bidders and other qualitative factors.

POLICIES

GENERAL

1. All requests for goods and services with an estimated cost of Php300,000 and above shall undergo a sealed bidding process while the requests below 300,000 shall undergo a regular canvassing following the standard procedure in procuring goods and services.
2. The Bids Committee shall approve bids for goods and services with amounts ranging from Php300,000 to Php1 million.
3. The President and Chancellor shall approve bids for goods and services above P1 million.
4. All requests must be accompanied by a budget clearance to be obtained by the requesting unit, Terms of Reference (TOR) detailing specifications of the goods to be purchased or the scope of work for services. Requests for construction and renovation projects must include signed-off design / plan / layout duly approved by all significant end-users and next in rank administrator.
5. The procurement shall issue bid invitations and has a sole authority to announce and award contract to winning bidders.

ACCREDITATION OF SUPPLIERS AND PERIODIC SUPPLIER /VENDOR PERFORMANCE EVALUATION

1. Re-evaluation of the performance of suppliers is done periodically, on a three (3) - year cycle to ensure that the suppliers are still compliant with the set terms and conditions. This process shall enable the University to keep or withdraw a supplier from the List of Active Accredited Vendors/ Suppliers.

Considerations in the evaluation are as follows:

- a. Timely delivery of goods and services;
- b. Accuracy on quantity of the items delivered versus orders; and
- c. Quality of goods with less rejection; for services with less minimal alteration and changes.

The re-evaluation process is subject to the following fees:

- a. Php5,000 for supplier of goods and services; and
- b. Php10,000 for construction related business and service providers.

2. Exceptions to the considerations a, b, and/or c mentioned in No.1 of this Section shall result to the suspension or revocation of the accreditation of the erring suppliers/ vendors once approved by the Bids Committee.
3. Accreditation fees may be waived for the following:
 - a. Companies that exclusively distribute items and goods in the country;
 - b. Foreign suppliers located outside the Philippines;
 - c. Preferred suppliers who present a unique value to the University (e.g. National Bookstore, SM Department Store, Mercury Drug, etc.); and
 - d. Upon the request of the Procurement Office when approved by the Bids Committee.

CONFLICT OF INTEREST

1. The University shall not procure supplies, materials, equipment, and services from vendor in which an employee is a stakeholder in a company without full disclosure of the conflict of interest, and the written waiver or other resolution of the conflict. It is the duty of the employee to make a written disclosure on the details of such interest.
2. The employee has to abstain in discussion, voting and in making decision for the goods and services being purchased.
3. The restrictions also apply to all relatives of the employees, by consanguinity or affinity, up to 3rd degree.

PRE-BID CONFERENCE

1. The Pre-Bid Conference must be arranged and coordinated by the Procurement Office and must be attended by the following:
 - FACILITATOR: Director, Procurement Office
 - Procurement Officer, Procurement Office
 - Designated Representative, Finance and Accounting Office– (*for contracted services - request /or upon request*)
 - Designated Representative, Risk Management, Compliance and Audit Office – (*for high risk bids amounting to Php5 million and above*)
 - Head, Requesting Unit /or Implementing Unit
 - Invited Bidders
2. The Procurement Director and the Head of the Requesting Unit/Implementing Unit shall explain the request in detail and shall answer all inquiries to ensure the utmost understanding and appreciation of the inquiries.
3. All changes in the TOR which were agreed during the Pre-bid conference are considered in the drafting of the final TOR. The final TOR shall be prepared by the requesting unit, reviewed by Procurement office and approved by the head of requesting unit. The technical aspect of the final TOR shall be reviewed by the technical consultant. The final TOR shall be the basis in the preparation by the suppliers of the sealed bids for submission to the Controller.
4. The Procurement Director and the Head of the Requesting Unit/Implementing Unit shall ensure the eligibility of the prospective bidders.
5. The Procurement Director shall ensure that the DLSU Standards for Ethical Business Practices are observed and articulated to prospective bidders.

BIDDING PROCESS

1. The release of the Final Invitation to Bid, together with the final TOR to the qualified bidders by e-mail, shall be done by the Bidding Officer.
2. Qualified bidders shall submit the Sealed Bid based on the final TOR to the Accounting Office addressed to the Controller.

OPENING OF SEALED BIDS

1. The Procurement Office shall coordinate with the Controller of the schedule for the opening of sealed bids.
2. All sealed bids must be opened by the Director of Procurement office in the presence of the following:
 - Controller
 - Designated Representative, Finance and Accounting Office
 - Designated Representative, Risk Management, Compliance and Audit
 - Technical Consultant
3. The Controller or his/her representative shall review the financial aspect after technical clearance has been made by technical review. The Controller will submit her recommendation to the Bids Committee for approval (see Bids Committee Section) of the winning bid.

BIDS COMMITTEE

1. The Bids Committee is composed of the following members:

EXECUTIVE COMMITTEE MEMBERS

- CHAIR: Vice President for Finance
- Brothers' Representative
- Vice Chancellor for Administration

ALTERNATE MEMBERS

- University Controller
- Brother's Representative (Substitute)
- Associate Vice Chancellor for Campus Services

SECRETARY

- Director, Procurement Office

OBSERVER

- Director, Risk Management, Compliance and Audit

2. The Executive Committee Members shall each designate an alternate who shall represent him/her during his/her absence, exercising full powers and authority given to the Executive Committee member.
3. The Chair, in his/her absence shall appoint a member of the Executive Committee to preside over the meeting. The Bids Committee meeting shall be deemed cancelled when all the Executive Committee Members are absent.
4. The head of the requesting unit and technical consultant shall be present in the awarding of the bids to answer queries, clarifications and questions from the members of the Bids Committee. In case the requesting unit is also the technical consultant, he shall appoint only a permanent employee who is knowledgeable about the items/services for bidding or is technically competent of the items/services for

bidding that are highly technical in nature. The Procurement Office shall have the right to decline the attendance of a representative if he/she is not qualified to seat in that meeting.

5. The Bids Committee shall convene weekly for the awarding of bids. Special committee meetings may be called for urgent matters as deemed necessary by the Bids Committee Chair.

WAIVER REQUEST FROM COMPETITIVE BIDDING

1. The Bids Committee is the only authorized body to approve any and all requests for waiver from the bidding process.
2. Requests for waiver shall be approved only if:
 - a. The recommended supplier is an exclusive or sole distributor. A current Certificate of Exclusivity from the principal supplier shall be obtained by the requesting unit.
 - b. The requesting unit has an approved endorsement letter substantiating a preferred brand or model. The endorsement letter shall be signed by all administrators following the PRS approval hierarchy (Dean / AVC – VC – OPC).
 - c. In the event that there are less than three (3) vendors/suppliers that participated in the invitation to bid, another round of sealed bidding shall be called again. When less than three (3) bidders, including the preferred supplier of the requesting unit, participated again in the second bidding, the bidding will be declared failed bidding by the Bids Committee.

REQUEST FOR THE FINAL BEST PRICE FROM THE WINNING BIDDER

1. The Bids Committee shall select the winning bid based on the parameters in the TOR. In instances where the winning bidder's financial bid is higher (price is not the sole consideration in selecting winning bidder) than the benchmark established by the University, the Bids Committee reserves the right to go back to the winning bidder and request for the best and final offer.
2. When the Bids Committee agreed to ask for the best and final offer from the winning bidder, such request shall be done in writing by the Chair of the Bids Committee, or in his/her absence, any one of its members. The winning Bidder has to reply in writing to the signatory of the request, with a copy to the Chair. The reply of the winning bidder will be considered final.
3. Request for freebies are prohibited and not allowed, except for gifts given during Christmas season/other special occasion whose value each should not exceed Php5,000.
4. The freebies shall be coursed through the Office of the Vice Chancellor for La Sallian Mission and shall be properly acknowledged by DLSU in writing.

PROCESS FLOW OF THE BIDDING PROCESS

The bidding process is divided into five (5) parts as shown below and each is composed of the following activities:

