



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26 x. (632) 929-62-52  
929-66-20 x. 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM**

**FOR/TO** : **All Concerned Offices**  
DENR Central Office

**FROM** : The Assistant Secretary for Policy, Planning and Foreign Assisted Projects and Chairperson, Bids and Awards Committee (BAC) for Regular Operations

**SUBJECT** : **Documentary Requirements Prior to Processing of Purchase Requests for Goods, Infrastructure Projects and/or Consulting Services Requirements of the End-User Units**

This is to provide you the **updated documentary requirements**, herein attached and marked as **Annex "A"**, before the issuance of a Resolution from the Bids and Awards Committee (BAC) on the specific mode of procurement as well as conduct of procurement for a particular project.

The said Annex A will provide you the basic information and data needed to be indicated in the Purchase Request (PR) and supporting documents to be attached to the said PR and submitted to the BAC Secretariat through the Procurement Management Section, Property and Supply Management Division (PrMS-PSMD).

The BAC Secretariat thru the PrMS-PSMD shall not accept/process any PR with incomplete documentary requirements and PR covering projects which was already procured or completed.

FOR INFORMATION AND GUIDANCE.

  
**MARCIAL C. AMARO, JR., CESO III**

MEMO NO. 2020-677

**DOCUMENTARY REQUIREMENTS BEFORE ISSUANCE OF A BAC RESOLUTION INDICATING THE MODE OF PROCUREMENT AND CONDUCT OF PROCUREMENT**

**I. Main Document:**

**1) Duly filled up and signed Purchase Request (PR) Form**

- *Must use the prescribed PR Form.*
- *Must be signed by the Proponent/Head of the Requesting Office/End-user Unit.*
- *Must be cleared with the Knowledge and Information Systems Service (KISS) for all Infrastructure, Communication and Technology (ICT) related equipment, accessories and consumables.*

**II. Supporting Documents**

**1) Approved Project Procurement Management Plan (PPMP) or Supplemental PPMP (S/PPMP).**

- *Must be signed and approved by the appropriate signing officials.*
- *Must be included or reflected in the approved Annual Procurement Plan (APP).*

**2) Certification on Earmarking/Allocation of Funds issued by the Budget Officer/Division**

**3) Technical Documents:**

**i) For Goods and Services**

- Technical Specifications and/or Terms of Reference

**ii) For Consulting Services**

- Terms of Reference
- Eligibility and Technical Criteria and/or the corresponding Ranking/Rating System

**iii) For Infrastructure/Civil Works including Repair/Renovation/Rehabilitation**

- Detailed Engineering (*see Annex "A" of the 2016 Revised IRR of RA 9184*)
- Scope of Work
- Bill of Materials/Quantities
- Plans/Lay Outs/Drawings

**4) Duly filled-up and signed DENR Environmental Aspect and Impact Registry.**

- *Signature must be consistent with the PR.*
- *Must be controlled/numbered by the Green Procurement Committee through Materials Handling Section.*

**III. Additional Documentary Requirements**

**1) For projects through Competitive Public Bidding:**

- list of nominated members to the BAC Technical Working Group (TWG)

**2) For projects through Alternative Methods of Procurement:**

<b>Particulars</b>	<b>Documentary Requirements</b>	<b>METHOD OF PROCUREMENT</b>	<b>TIMELINES/REMARKS</b>
<b>For goods that can be source through a single supplier (Direct Contracting)</b>	Any of the following documents: a) Duly certified Patents, Copyrights or Trademark/Trade Name, whenever applicable b) Certification issued by the End-User/Proponent that the procurement of critical components from a specific supplier is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provision of its contract c) Justification issued by the End-User/Proponent that the item may only be procured through Direct Contracting, and it must be able to prove that there is no suitable substitute in the market that can be obtained at more advantageous terms	Section 50.0 Direct Contracting	<ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of contract.</li> </ul>
<b>Repeat Order of Goods</b>	a) Certification issued by the End-user/Proponent stating the following: <ul style="list-style-type: none"> <li>• that the goods were procured under Contract previously awarded through Competitive Public Bidding</li> <li>• Unit prices are the same or lower than those in the original contract, provided that such prices are still the most advantageous to the government after price verification</li> </ul>	Section 51.0 Repeat Order	<ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of contract.</li> </ul>

Particulars	Documentary Requirements	METHOD OF PROCUREMENT	TIMELINES/REMARKS
	<ul style="list-style-type: none"> <li>• Repeat Order will not result in splitting of contracts, requisition or purchase orders</li> <li>• Aailed within six (6) months from the date of Notice to Proceed arising from original contract, provided that there has been partial delivery, inspection and acceptance of goods within the same period.</li> <li>• Does not exceed twenty-five percent (25%) of the quantity of each item in the original contract.</li> </ul> <p>b) Copy of original Contract &amp; Notice to Proceed</p> <p>c) Proof of delivery, inspection and acceptance of goods within the period specified in the original contract (applies to partial deliveries, as well)</p>		
<p><b>Procurement of Goods, Infrastructure and Consulting Services from another agency of the Government of the Phil (i.e. Servicing Agency [SA])</b></p>	<p>a) Cost-Benefit Analysis by the End-User/Proponent indicating that entering into Agency-to-Agency Agreement with the Servicing Agency (SA) is more efficient and economical to the government</p> <p>b) Proof that the SA that has the mandate to deliver the goods and services required to be procured or to undertake the infrastructure project or consultancy required by the End-User/Proponent and that it owns or has access to the necessary tools and equipment required for the project (e.g., Certification from the relevant officer of the SA that it complies with this requirement, Copy of law creating the SA and/or enumerating its functions, Inventory of Tools and Equipment</p> <p>c) For infrastructure projects, proof that the SA has a track record of having completed or supervised a project, by administration or by contract, similar to and with a cost of at least fifty percent (50%) of the project at hand (e.g.,</p>	<p>Section 53.5 Agency-to-Agency</p>	<ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of contract.</li> </ul>

Particulars	Documentary Requirements	METHOD OF PROCUREMENT	TIMELINES/REMARKS
	Certification from the relevant officer of the SA that it complies with this requirement, Project Implementation Report)		
<p><b>Scholarly or Artistic Work, Exclusive Technology and Media Services</b></p> <p><i>(see Appendix "1" for list of covered procurement requirements)</i></p>	<p>a) Justification by the End-User supported by Market Study determining the probable sources and confirmation that the supplier, contractor, consultant or service provider could undertake the project at a more advantageous terms</p> <p>b) Draft Contract with the Individual Consultant with attached:</p> <ul style="list-style-type: none"> <li>(i) PhilGEPS registration</li> <li>(ii) Professional License/Curriculum Vitae</li> <li>(iii) Conformance to End-User's TOR</li> <li>(iv) Personal Data Sheet (2017 CSC Version)</li> <li>(v) BIR Certificate of Registration (BIR Form 2303)</li> </ul>	Section 53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	<ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity or target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity or target effectivity of contract.</li> </ul>
<p><b>Highly Technical Consultants</b></p>	<p>a) Justification by the End-User/Proponent that the engagement of the individual meet the following conditions as set forth in Section 53.7 of the 2016 Revised IRR of RA No. 9184:</p> <ul style="list-style-type: none"> <li>(i) Individual Consultant will be hired to do work that is either: <ul style="list-style-type: none"> <li>(1) Highly technical or proprietary; or</li> <li>(2) primarily confidential or policy determining, where trust and confidence are the primary consideration</li> </ul> </li> <li>(ii) The term of the individual consultant, shall, at most, on a six (6) month basis, renewable at the option of the appointing HOPE, but in no case shall exceed the term of the latter</li> </ul> <p>b) Certification issued by Personnel Division that the services engagement of the Consultant is</p>	Section 53.7 Highly Technical Consultants	<ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the target effectivity of contract.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the target effectivity of contract.</li> </ul>

Particulars	Documentary Requirements	METHOD OF PROCUREMENT	TIMELINES/REMARKS
	<p>Highly Technical</p> <p>c) Draft Contract with the Individual Consultant with attached:</p> <ul style="list-style-type: none"> <li>(i) PhilGEPS registration</li> <li>(ii) Professional License/Curriculum Vitae</li> <li>(iii) Conformance to End-User's TOR</li> <li>(iv) Personal Data Sheet (2017 CSC Version)</li> <li>(v) BIR Certificate of Registration (BIR Form 2303)</li> </ul>		
<b>Food/Catering Services</b>	Notice of Meeting/Special Order/Authority	Section 53.9 Small Value Procurement	For requirements with ABC amounting to PhP50,000.00 to PhP1,000,000.00, submit at least ten (10) working days prior the event/activity.
<b>Repair/Preventive/Remedial Maintenance of Office Equipment and Furniture</b>	<ul style="list-style-type: none"> <li>a) Vehicle Repair Request/Job Order/Request and Pre-Technical Inspection Report to be secured from General Services Division (GSD)</li> <li>b) Pre-Inspection Report to be secured from the Inspection and Pre-Acceptance Committee (IPC)</li> <li>c) For Remedial Maintenance, validation or equivalent document to prove that the ABC for the maintenance does not exceed thirty percent (30%) of the subject item's current market price.</li> </ul>		For requirements with ABC not exceeding PhP1,000,000.00, submit at least ten (10) working days prior the activity.
<b>Repair/Renovation/Rehabilitation of Facilities/Offices</b>	<ul style="list-style-type: none"> <li>a) Job Order/Request and Pre-Technical Inspection Report to be secured from General Services Division</li> <li>b) Pre-Inspection Report to be secured from the Inspection and Pre-Acceptance Committee (IPC)</li> </ul>		

Particulars	Documentary Requirements	METHOD OF PROCUREMENT	TIMELINES/REMARKS
Car/Bus Service/Rental	a) Notice of Meeting/Special Order/Authority b) Certification from GSD that no service vehicle available for dispatch for the specific duration		
Printing Services (Tarpaulin)	a) Design/Content of the Requirements b) Certification from GSD that the printing services cannot be accommodated		
Lease of Real Property and Venue (Note: This may include meals and accommodation)	a) Notice of Meeting/Special Order/Authority b) Justification from the End-User Unit that resorting to privately-owned venue is more efficient and economical to the government	Section 53.10 Lease of Real Property and Venue	<ul style="list-style-type: none"> <li>• For requirements with ABC not exceeding PhP5,000,000.00, submit at least ten (10) working days prior the activity.</li> <li>• For requirements with ABC above PhP5,000,000.00, submit at least fifteen (15) working days prior the activity.</li> </ul>

**Note: BAC Resolution shall only be issued if 1) the mode of procurement will be different from the mode indicated in the approved APP and 2) the amount of ABC in the PR is higher than the ABC in the approved APP.**

**Appendix "1"**

In accordance with Section 53.6, Rules XVI of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184, Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor or consultant as determined by the Head of the Procuring Entity, for any of the following reasons:

1. The requirement is any of the following:
  - a) Work of art, commissioned work or services of an artist for specific artistic skills (e.g. singer, performer, poet, writer, painter, sculptor, etc.)
  - b) Scientific, academic, scholarly work or research or legal services
  - c) Highly specialized life-saving medical equipment, as certified by Department of Health
  - d) Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription or other exclusive statistical publications and references; or
  - e) media documentation, advertisement or announcement through television, radio, newspaper, internet and other communication media
2. The construction or installation of an infrastructure facility where the material, equipment or technology under a proprietary right can only be obtained from the same contractor.



