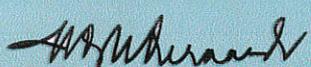


Policy Title :		Date Effective :	March 01, 2021
<b>PROCUREMENT POLICY</b>		Revision No.:	
		Supersedes Policy No. :	<b>PSMBFI PROCUREMENT/ SERVICES OUTSOURCING SYSTEM Operating Policy &amp; Procedures OPP No. 2010-001</b>
Document No.:	CP-ADMIN-002		
Recommended for Approval :		Approved :	
 <b>MILAN ROCHELLE N. BERNARDO</b> OIC-VP for Corporate Services		 <b>Dir. MARIO A. AVENIDO</b> President & CEO	

## I. POLICY STATEMENT

It is the policy of Public Safety Mutual Benefit Fund, Inc. to ensure consistent application of the ideals of good governance through efficiency, accountability, equality and transparency in procedures pertaining to procurement of supplies and equipment, as well as in the outsourcing of services and infrastructure projects, with the intent of delivering the necessary support to the company's business operations.

## II. OBJECTIVE

This policy is intended to form part of initiatives that will enable the company to capitalize on its resources in accomplishing its mission and strategic goals. It is likewise aimed at ensuring that all procurement activities for the various PSMBFI offices undertaken by authorized entities within the company shall be effectively guided by the following principles:

- i. Transparency and efficiency in the procurement process and in the implementation of procurement contracts;
- ii. Competitiveness by extending equal opportunities to all eligible, qualified and accredited contracting parties to take part in the bidding process;
- iii. Simple and straightforward procurement through the utilization of a streamlined process that will uniformly apply to all covered transactions;
- iv. System of accountability where both the employees/officers, directly or indirectly involved in the procurement process and in the implementation of procurement contracts, as well as service providers/suppliers/contractors engaged by the company are, when warranted by circumstances, investigated and held liable for their actions relative thereto; and
- v. Strict and consistent monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that



these are pursuant to the provisions of this policy and its implementing procedures and that said contracts are performed according to specifications and in compliance with agreed deliverables and timelines.

### III. SCOPE

This policy applies to all personnel concerned/involved in the PSMBFI procurement process – their actions and accountabilities pertaining to the requisition, sourcing, procurement, storage and issuance of all supplies, equipment and services necessary in the course of the company's business operations. The guidelines and procedures contained herein cover transactions that pertain to the procurement of goods, infrastructure projects, and consulting services.

### IV. RESPONSIBILITY

It is the duty of PSMBFI to afford the necessary means for its officers and employees in order that they may be able to efficiently conduct the company's business through the judicious and timely procurement of goods and services that are operational necessities and/or contributory to the advancement of the company's interests.

On the other hand, it is the responsibility of all PSMBFI personnel involved in the process of procurement to ensure the proper and efficient implementation of all policy provisions and procedures stipulated herein.

### V. DEFINITION OF TERMS

1. **Abstract of Canvass** – also known as the canvass sheet and generated via the PSMBFI IT System, this document is a tabulation of the prices quoted by suppliers for specific items to be purchased.
2. **Accreditation Assessment Team** – is a group of employees led by the Manager, Administration Department, with the GSS Supervisor and Supervisor representative each from the OIA and Accounting Dept. as members, and assisted by the Procurement Specialist who are tasked to undertake accreditation of prospective suppliers/service providers.
3. **BAC Secretariat** – is a team headed by the Supervisor, GSS assisted by other staff members of the Administration Department of PSMBFI and serves as the main support unit of the Bids and Awards Committee (BAC).
4. **Bid** – refers to the signed offer or proposal submitted by a supplier, manufacturer, distributor, contractor in response to the bidding invitation.
5. **Bidding** – the process wherein the suppliers/service providers submit their official quotation/ price offering for goods, services or infrastructure projects.



- a. Informal Bidding – a procurement method whereby canvassing is made and price quotations received are entered into the Abstract of Canvass to be routed for approval of the members of the BAC 2.
  - b. Formal Bidding – a bidding process in the form of acceptance and opening of sealed bids during a formal meeting by the BAC 1 in the presence of bidders.
6. **Bidding Documents** – refer to the documents issued by the BAC as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for goods, projects and/or services required by the company.
  7. **Bids and Awards Committee (BAC)** – BAC refers to the Bids and Awards Committee, a body created to perform the procurement function for the company.
  8. **Board of Trustees (BOT)** – refers to the Board of Trustees of PSMBFI, a collegial body that exercises the corporate powers over the company.
  9. **Canvassing** – an act of conducting inquiry from among service providers/suppliers, by letter, email, phone call, online messaging or other acceptable means, intending to obtain information on cost of services/ price of supplies and equipment that the company would like to purchase.
  10. **Capital Expenditures (CAPEX)** – a tabulation of authorized allocations of equipment and infrastructure for every department and/or office of PSMBFI every budget year as approved by the Board of Trustees.
  11. **Certificate of Accreditation** – a written document issued by PSMBFI to qualified supplier/ service provider, allowing said entity to transact business with the company.
  12. **Contract** – the agreement entered into between PSMBFI and the supplier/ service provider, as recorded in the contract form signed by both parties, including all attachments and appendices thereto, and all documents incorporated by the reference therein.
  13. **Contract Price** – the price payable to the supplier/service provider under the contract for the full and proper performance of its contractual obligations.
  14. **Consulting Services** – refer to services for the various projects or activities of PSMBFI that require adequate external technical and professional expertise that are beyond the capability and/or capacity of the company to undertake such as, but not limited to:
    - a. advisory and review services;
    - b. feasibility or market research studies;
    - c. project design;
    - d. construction supervision;
    - e. management and related services; and



- f. other technical services or special studies.
- 15. Delivery Receipt (DR)** – the document that specifies the list of goods/ items delivered by the supplier to the company.
- 16. Disclosure of Relations** – a sworn affidavit executed by the bidder stating that bidder, or his representative, is not related to PSMBFI Trustees, key officers and representatives by consanguinity or affinity up to the third civil degree
- 17. Exclusive Distributor** – is a supplier that solely distributes a certain product/ brand in the country.
- 18. General Support Services (GSS)** – a section of the Administration Department that provides general service support to the different PSMBFI departments/offices, and whose particular functions include purchasing and inventory management, among others.
- 19. Goods** – refer to all items, supplies, materials and general support services (except consulting services and infrastructure projects) which may be needed in the business operations of the company or in any of its projects or activities, whether in the nature of:
- a. equipment, furniture, office supplies, materials for construction;
  - b. contractual services such as the repair and maintenance of equipment and furniture;
  - c. update and maintenance services for IT systems, applications/software and hardware; and
  - d. janitorial and security services and related or analogous services.
- 20. Infrastructure Projects** – cover the construction, improvement, renovation, rehabilitation, demolition, repair, restoration or maintenance of PSMBFI offices and office structures – subject to the approved PSMBFI Office Utilization Plan, as well as approved civil works for information technology projects.
- a. Basic projects – cover repairs, restoration or maintenance which usually involve the modification of an existing feature of a structure or facility to bring it back to its original function, capacity or performance level.
  - b. Specialized projects – cover renovations, improvements, rehabilitation, demolition, construction of office structures or facilities which usually involve the removal of existing or old features and replacement with new ones.
- 21. Inspection & Acceptance Team (IAT)** – refers to the group that shall verify the quantity, physical features and compliance with other required specifications of procured goods, services or infrastructure projects as validated during the actual delivery of items or of agreed service output, whether in phases or upon completion of the service contract.



- 22. Invitation to Bid** – refers to the material published by the BAC Secretariat containing information necessary to notify interested parties of procurement and bidding opportunities with PSMBFI.
- 23. Issuance Voucher for Consumables** – document or form that covers issuance of consumable items.
- 24. Memorandum Receipt (MR)** – a document used to record issuance and receipt for use and custody of a non-consumable company property for which the receiver shall be accountable.
- 25. Notice of Award** – the document issued to inform the winning bidder that he has been selected to engage in contract with PSMBFI. It reiterates basic information about the contract including the timeline of project commencement.
- 26. Notice to Proceed** – is the notification issued to the winning bidder after contract signing that informs or gives the go-ahead to commence the project.
- 27. Official Receipt (OR)** – is a legal document that signifies receipt of payment for sale of goods or services issued by supplier/service provider and which indicates the quantity, description and corresponding amount of purchased items/services.
- 28. Performance Bond** – the performance security in the total amount of 30% of the contract price to be furnished by the successful bidder on or before the signing of the applicable contract and to be released upon completion of the contractual obligation.
- 29. Proof of Concept (POC)** – also known as *proof of principle*, the POC is a verification of the viability of a concept to determine if such will function as envisioned. On a case-to-case basis, particularly for projects or contracts that will necessitate such, prospective bidders shall be required to present their POC.
- 30. Purchase Order (PO)** – is a document that specifies the list of all the items to be purchased from a particular supplier/service provider. This is accomplished by the Purchasing Specialist and is issued to the supplier/service provider to signify commencement of goods/service delivery.
- 31. Re-ordering Point** – refers to an identified quantity of inventory indicating that a particular stock or item is in low supply already. This serves as a guide or reference point for the Inventory Control Specialist to undertake a re-order of such particular stock or item from the supplier.
- 32. Requisition Form (RF)** – refers to the form filled out by a requisitioning department/employee and endorsed to the GSS Section to convey a particular requirement for goods, service, or infrastructure and serves to initiate the procurement of said item/s.



- 33. Service Provider** – refers to a contractor that provides services to the company.
- 34. Splitting/splitting of contracts** – is the practice of dividing or breaking up of contracts or original requirements into smaller quantities or amounts in order to necessitate another purchase/contract or to evade/circumvent rules on approving authorities.
- 35. Supervisor, General Support Services (GSS)** – The Supervisor of the GSS under the Administration Department who is in charge of the processing of the requisition for the purchase of goods and engagement of services to contractors and service providers under expressed authority from the management and who also serves as the Secretary to both BAC 1 and BAC 2.
- 36. Terms of Reference** – is a document that describes the specifications/technical work involved in a contract and usually forms part of the bidding documents. It contains information on the scope of work/item specifications, payment schedule, requirements for bid security and performance bond, among others.
- 37. Vendor** – a term used to collectively refer to supplier of goods, service providers, or contracting parties.
- 38. Warranty** – a document or contract provision that provides security and assurance that the goods or equipment procured are brand new, unused, and in good working condition and often indicates a guarantee of repair or replacement as a form of after sales in cases of factory defects or select wear and tear conditions, if applicable. Warranty for services may cover a redo or redelivery of output at no cost to the company for unacceptable quality of service resulting from service provider errors or shortcomings.

## VI. COMMITTEES AND WORKING TEAMS

### A. THE ACCREDITATION ASSESSMENT TEAM

The Accreditation Assessment Team, led by the Manager, Administration Department with Supervisor, GSS and one Supervisor level representative each from the OIA and Accounting Department as members, and assisted by the Procurement Specialist, is responsible for the accreditation of prospective suppliers/service providers. The same team shall be in charge of completing the assessment report per applicant-vendor evaluated indicating a “PASS/FAIL” recommendation (*APPENDIX A*)

### B. THE BIDS and AWARDS COMMITTEE (BAC)

The Bids and Awards Committee is a body created to perform the procurement of goods and services necessary for the company’s operations in accordance with the provisions of the Procurement Policy. There are two such committees, BAC 1 and



BAC 2, that operate within PSMBFI owing to the segregation of procurement activities according to cost. (APPENDIX B)

There are two (2) support teams that assist the BAC in the conduct of their business. These are:

1. The BAC Secretariat; and
2. The BAC Technical Working Group (BAC-TWG)

C. THE INSPECTION and ACCEPTANCE TEAM (IAT)

The Inspection & Acceptance Team is a group of representatives from different departments/offices that performs the final validation on actual delivery of procured goods and/or completion of services/delivery of agreed service output. (APPENDIX C)

**VII. APPROVING AUTHORITY AND VOUCHER SIGNATORIES FOR PROCUREMENT**

In order to ensure efficient and expeditious processing of purchase transactions, approval authority and voucher signatories for procurement is categorized as follows:

A. For regular purchases

1. Approving Authority

Approving Authority	Level of Authority
Board of Trustees	Over P500,000
President	P500,000.00 and below

2. Voucher Signatories

Authorized Signatories	Level of Authority
President	Any amount
VP for Finance	P500,000.00 and below
VP for Corporate Services	P200,000 and below

B. For emergency purchases

Approving Authority	Authorized Signatories	Level of Authority
VP for Corporate Services	VP for Corporate Services	Over P10,000 to P100,000



Manager, Administration Dept.	Admin	P10,000 or less
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**VIII. CLASSIFICATION, TYPES AND METHODS OF PROCUREMENT**

A. Classification of Procurement

1. **Minor procurements** – refer to purchase of items, regardless of type, that amount to no more than P200,000. Excluding approved emergency purchases, minor procurements fall within the processing and recommendatory limits of the BAC 2, and the approval authority of the President.
2. **Major procurements** – refer to procurement of items, regardless of type, that exceed P200,000 in total cost. Such procurements fall within the processing and recommendatory limits of the BAC 1, and the approval authority of the President/BOT, whichever is applicable.

B. Types of Procurement

1. **Goods** - refer to all items, supplies, materials and general support services (except consulting services and infrastructure projects) which may be needed in the business operations of the company or in any of its projects or activities, whether in the nature of:
  - a. equipment, furniture, office supplies, materials for construction, and items included in the approved CAPEX;
  - b. contractual services such as the repair and maintenance of equipment and furniture;
  - c. update and maintenance services for IT systems, applications/software and hardware; and
  - d. janitorial and security services and related or analogous services.
2. **Services** – or **consulting services**, refer to services for the various projects or activities of PSMBFI that require adequate external technical and professional expertise that are beyond the capability and/or capacity of the company to undertake such as, but not limited to :
  - a. advisory and review services;
  - b. feasibility or market research studies;
  - c. project design;
  - d. construction supervision;
  - e. management and related services; and
  - f. other technical services or special studies.
3. **Infrastructure projects** – cover the construction, improvement, renovation, rehabilitation, demolition, repair, restoration or maintenance of PSMBFI offices and office structures (subject to the approved PSMBFI Office Utilization Plan), as



well as approved civil works for information technology projects. Such projects may be undertaken in conformance with the following guidelines:

- a. Basic projects – cover repairs, restoration or maintenance which usually involve the modification of an existing feature of a structure or facility to bring it back to its original function, capacity or performance level. These projects may be done **in-house** by PSMBFI personnel provided that **ALL** the corresponding conditions are met, otherwise, the activity shall be outsourced to a contractor:
  - 1) Task entails minor repair, renovation or maintenance of an office structure or facility with estimated cost of materials not exceeding P50,000;
  - 2) There are existing employees in the company who have the competency, skill and experience necessary to undertake such task, no third-party entity/individual shall be contracted; and
  - 3) If emergency in nature, approval authority for emergency purchases shall be followed; If considered a scheduled activity, purchase of materials shall be via the BAC 2.
- b. Specialized projects – cover renovations, improvements, rehabilitation, demolition, construction of office structures or facilities which usually involve the removal of existing or old features and replacement with new ones. These projects shall be outsourced to a contractor subject to procurement procedures based on cost of project.

## C. Procurement Methods

### 1. Standard Methods

- a. **Formal bidding** – also known as **Competitive Bidding**, is a procurement process that involves the acceptance and opening of sealed bids during a formal meeting in the presence of bidders. A process by the BAC 1, the formal bidding is the foundation of the procurement cycle herein discussed under Item X of the policy.
- b. **Informal bidding** – a procurement method whereby the BAC Secretariat simply conducts canvassing and requests for the submission of price quotations which are entered into the Abstract of Canvass to be routed for approval of the members of the BAC 2.



This involves procurement of readily available off-the-shelf goods or ordinary/regular office supplies and equipment from accredited suppliers of known qualification involving an amount not exceeding P200,000.00 subject to the following conditions:

- 1) The procurement does not result in splitting of contracts; and
- 2) At least three (3) price quotations from active accredited suppliers shall be obtained.

## 2. Alternative Methods

Subject to prior approval of the President/BOT, based on approval authority, as justified by the provisions stipulated in this policy, the BAC, in order to promote economy and efficiency, ensuring that the most advantageous price for PSMBFI is obtained, may resort to any of the following alternative methods of procurement:

- a. **Limited Source Bidding** – otherwise termed as **Selective Bidding**, is a method of procurement that involves direct invitation to bid extended by PSMBFI to a set of pre-selected suppliers or consultants with known experience and proven capability relative to the requirements of a particular contract. This may be resorted to only in ANY of the following conditions:
  - 1) Procurement of highly specialized types of goods and consulting services which are known to be obtainable only from a limited number of sources;  
or
  - 2) Procurement of major equipment/facility components where it is deemed advantageous to limit the bidding to known eligible bidders in order to maintain an optimum and uniform level of quality and performance of the equipment/facility as a whole.
- b. **Direct Contracting** – also known as **Single Source Procurement**, is a method of procurement that does not require elaborate bidding documents since the supplier is only asked to submit a price quotation or a pro-forma invoice together with the conditions of sale, which offer may be accepted immediately or after some negotiations. This may be resorted to only in ANY of the following conditions:
  - 1) Procurement of goods of proprietary nature, which can be obtained only from the proprietary source, i.e. when patents, trade secrets and copyrights prohibit others from manufacturing the same item;



- 2) When the procurement of critical components from a specific manufacturer, supplier or distributor is a condition precedent to hold a contractor to guarantee its project performance in accordance with the provisions of his contract; or
  - 3) Those sold by an exclusive dealer or manufacturer, which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the company.
- c. **Repeat Order** – a method of procurement that involves a direct purchase of goods from the previous winning bidder, whenever there is a need to replenish goods, or when supply reaches the re-ordering point, procured under a contract previously awarded through competitive bidding, subject to post-qualification process. This may be resorted to provided that ALL of the following conditions are present:
- 1) The unit price must be equal to or lower than that provided in the original contract;
  - 2) The repeat order does not result in or is not a result of splitting of requisitions or purchase orders;
  - 3) Except in justifiable circumstances, the repeat order shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract; and
  - 4) The repeat order shall not exceed twenty-five percent (25%) of the quantity of item of the original contract.
- d. **Negotiated Procurement** – a method of procurement that may be resorted to under extraordinary circumstances whereby the company directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant. This method of procurement shall be allowed only in the following instances:
- 1) In cases of two failed biddings, as provided for in Item XI.C.1.f of this policy; or



- 2) Where the subject contract is adjacent or contiguous to an on-going infrastructure project, provided that the original contract is the result of formal or competitive bidding; the subject contract to be negotiated has similar or related scopes of work; it is within the contracting capacity of the contractor; the contractor uses the same prices or lower unit prices as in the original contract less mobilization cost; the amount involved does not exceed the amount of the ongoing project; and, the contractor has no negative slippage; provided further that negotiations for the procurement are commenced before the expiry of the original contract. Whenever applicable, this principle shall also govern consultancy contracts, where the consultants have unique experience and expertise to deliver the required service.
- e. **Emergency Procurement** – refers to procurement of goods where an immediate purchasing decision is necessary to prevent a serious delay, which delay could reasonably result to damage to property, or suspension of the provision of an essential operational service, or even danger to life. The funding for such procurement is usually sourced from realigned budget so as not to hamper the operations of a unit and/or any department in the company involving amounts not exceeding P100,000.00. This method shall not be required to undergo the BAC 2 process and may be resorted to only with the assurance that the emergency purchase does not result in, or is not a result of, splitting of requisitions or purchase orders. Approval of emergency purchases shall be subject to the provisions in Item VII.B of this policy.
- f. **Shopping** – refers to procurement of ordinary or regular office supplies and personal equipment, or other items as a result of a contingency requiring immediate purchase, involving an amount not exceeding P30,000.00. This method shall not be required to undergo the BAC 2 process and may be resorted to only with the assurance that the needed purchase does not result in, or is not a result of, splitting of requisitions or purchase orders. Funding shall be taken from the petty cash or via reimbursement, if initially approved by concerned VP. Approval of reimbursements for such purchases shall be within the capacity of the VP Corporate Services.

## IX. VENDOR ACCREDITATION

In order to ensure efficient and expeditious processing of purchase transactions, procurement of goods and services shall be made only with suppliers/service providers/contractors accredited to transact business with PSMBFI. Thus, any supplier/service provider/contractor intending to participate in bidding activities and do



business with the company must first secure accreditation certification by complying with particular requirements and undergoing the Vendor Accreditation Process. (*APPENDIX A*)

1. Accreditation will not be confined to prospective bidders responding to the company's invitations to bid. It shall be a standard requirement among suppliers/service providers with recurring transactions as well as a pre-requisite for prospective bidders prior to pre-qualification.
2. Accreditation of prospective suppliers/service providers shall follow PSMBFI's Vendor Accreditation Process (VAP), which applies to all suppliers/service providers/contractors of the company. Non-accredited suppliers/ service providers/ contractors **shall not** be allowed to participate in any bidding or procurement activity of the company.
  - a. Potential suppliers/service providers shall apply for accreditation by accomplishing the Vendor Accreditation Application Form (*Attachment 1*) and by submitting all requisite documents/information.
  - b. Assessment of applications and their accompanying documentary requirements shall be undertaken by a designated team who shall also conduct due diligence/ocular inspection aside from interview and basic evaluation. This may consist of background checks with active clients, banks, and other material sources of information, as well as actual plant/site and office visits.
  - c. A Certificate of Accreditation (*Attachment 2*) shall be issued to the supplier/service provider upon passing the screening process. Accreditation is valid for two (2) years only and must be renewed to active status before vendor is allowed to take part in any procurement activity of the company.
  - d. Accredited suppliers/service providers shall not be automatically awarded contracts as these are subject to the procurement guidelines and procedures as stipulated in this policy.

## **X. THE PROCUREMENT CYCLE**

The PSMBFI procurement cycle is divided into three (3) major phases : the PRE-BID phase, the BIDDING phase and the POST-BID phase. Within each phase are sets of activities undertaken in order to efficiently deliver the required goods or services.

- A. PRE-BID Phase
  1. Requisition
  2. Pre-Procurement Conference
  3. Invitation to Bid
  4. Pre-Qualification of Bidders



5. Pre-Bid Conference
  6. Proof of Concept (POC) Presentation
- B. BIDDING Phase
1. Submission and Receipt of Bids
  2. Opening of Bids
  3. Bid Security
  4. Bids Evaluation
- C. POST-BID Phase
1. Post-Qualification
  2. Protest Mechanism
  3. Awarding of Contract
  4. Performance Bond
  5. Notice to Proceed
  6. Reservation Clause
  7. Evaluation of Bidder's Performance

## XI. IMPLEMENTING GUIDELINES

### A. PRE-BID Phase

#### 1. Requisition

- a. All requisitioning departments/offices/employees shall formalize their requests for procurement of goods, services, or infrastructure projects using the RF (*Attachment 3*) with the corresponding TOR (*Attachment 4*) prior to endorsement to the BAC Secretariat for processing.
- b. Additional supporting documents shall be required depending on the circumstances surrounding the request.
  - 1) For programmed/budgeted items – Requisitioner to submit RF and TOR
  - 2) For unprogrammed/unbudgeted items – Requisitioner to submit RF and :
    - Management/BOT-approved memo/board resolution (based on approval authority) on requested item and budget allocation; AND
    - Management/BOT-approved TOR (based on approval authority)
  - 3) For procurement requiring budget realignment/s – Requisitioner to submit RF and :



- Management/BOT-approved memo/board resolution (based on approval authority) on requested item and budget realignment with total budget allocation; AND
- Management/BOT-approved TOR (based on approval authority)

2. Pre-Procurement Conference

- a. The pre-procurement conference shall be undertaken by the BAC 1 within seven (7) calendar days from receipt of the RF with **complete** and **correct** supporting documents.
- b. It shall serve as the venue to discuss all aspects of every procurement with a cost exceeding P200,000.00, which include the technical specifications and other information contained in the TOR, the bidding documents, budget allocation and availability, and other information pertinent to said procurement.
- c. The BAC Secretariat shall ensure to have ready the set of bidding documents to form part of items to be discussed and finalized during the pre-procurement conference and subsequently made available to prospective bidders (via email, pick up of physical documents or website download) immediately after the posting of the invitation to bid until a prescribed deadline. Bidding documents should include:
  - 1) TOR and intended project duration/timeline;
  - 2) Date, time and place for the pre-bid conference and the date of submission and opening of bids, if already determined;
  - 3) Vendor Accreditation Application Form, with list of requirements and instructions (for interested proponents who are NOT YET accredited by PSMBFI);
  - 4) List of requirements for pre-qualification (*Attachment 5*), including special instructions for supplemental requirements; and
  - 5) Information about the contract/project, including bid security, performance bond, post-qualification, warranties, etc.
- d. The pre-procurement conference shall be participated in by members of the BAC 1 and the Secretariat, identified resource persons, the requesting entity/department or its authorized representative, consultants or technical experts, and the BAC-TWG, if necessary.



- e. The expected output from this activity is a finalized set of information about the procurement necessary in the publication of the invitation to bid (*Attachment 6*).

3. Invitation to Bid

- a. The invitation to bid refers to the material published by the BAC Secretariat containing information necessary to notify interested parties of procurement and bidding opportunities with PSMBFI.
- b. As the means to inform all prospective bidders, the invitation to bid is published using various means to achieve the widest dissemination possible thereby increasing the chances that PSMBFI will be able to source the best possible proposals for its procurement needs.
- c. Posting/Dissemination of the invitation to bid shall be :
  - 1) At conspicuous places in the PSMBFI office premises (main and branches, depending on the need);
  - 2) On the company's website and social media accounts;
  - 3) Via mass email/email blast to all accredited suppliers of PSMBFI; and
  - 4) Through publication/advertisement in a newspaper of general nationwide circulation. *Newspaper publication shall be done on a quarterly basis to include all anticipated procurement needs for said period, or shall be done on an as-needed basis applicable to big ticket/highly technical projects or to procurement amounting to P1,000,000 or more.*
- d. The invitation to bid shall be posted **not later than seven (7) calendar days after the conduct of the pre-procurement conference** and shall contain the following:
  - 1) A brief description of the goods/service/project to be bid including contract duration, if applicable;
  - 2) Period of availability of the bidding documents (*Attachment 7*), and the place where those may be secured or downloaded, as well as the deadline to do so;
  - 3) General statement about accreditation and pre-qualification as well as the deadline for the submission of all requirements for these assessments (also contained in the bid documents);



- 4) A brief information about the company, as well as the name, address, telephone number, e-mail and website addresses of the company's designated contact persons; and
  - 5) Such other information deemed relevant by the BAC 1.
- e. The invitation to bid shall be posted for a maximum period of **fifteen (15) calendar days, with the day immediately after (day 16) as the deadline for submission of letter of intent with requirements**. This deadline for submission of requests for pre-qualification shall likewise be specified in the posted Invitation to Bid.

#### 4. Pre-Qualification of Bidders

- a. Pre-qualification of bidders shall be a 2-step appraisal process (*Appendix D*) intended to (1) streamline interested bidders based on compliance with PSMBFI requirements, and (2) arrive at a shortlist of qualified proponents to be presented to the BAC 1 :
  - 1) Step 1 – This shall serve as the **elimination stage** where prospective bidders who were not able to comply with the deadline of submission of documentary requirements for pre-qualification (as indicated in the invitation to bid) are dropped from the list of proponents to progress to the next step of the assessment.
  - 2) Step 2 – This shall serve as the **qualifying stage** where prospective bidders who were able to submit the requisite documents and information are assessed using a rating system. A cut-off rating of 70% shall determine the remaining proponents to comprise the shortlist who shall be invited to participate in the pre-bid conference.
- b. The bidders' pre-qualification assessment shall be completed within seven (7) calendar days from the deadline of submission of documents by the proponent and shall be undertaken by the BAC Secretariat.
- c. While the requirement is for all participating proponents to have accredited status prior to bidding, it is likely that new potential proponents responding to the invitation to bid have not secured such status. In such case, a proponent will have to complete the accreditation process first and may only undergo pre-qualification once accredited.
- d. Apart from the requirements submitted by a prospective bidder during the accreditation process, additional requirements may be required by the company especially if the bidder's accreditation documents on file are deemed not recent as required.



- e. Among the critical documents that should form part of the requirements for pre-qualification is a sworn affidavit of the bidder, known as the **Disclosure of Relations**, stating that said bidder that he/she or any representative of their company is not related to PSMBFI Trustees, key officers and representatives by consanguinity or affinity up to the third civil degree. Failure to comply with this requirement shall be a ground for automatic disqualification of the bid.

5. Pre-Bid Conference

- a. A pre-bid conference/meeting shall be conducted by the BAC and attended by all invited bidders who passed the pre-qualification assessment to discuss all the requirements needed for said bidding and to clarify and address the bidders' questions on the requirements, terms and conditions, and other project/contract specifications. They shall be advised to indicate their bid tender on the allocated field in the TOR given to them.
- b. The pre-bid conference shall also serve as the venue to discuss the prescribed bid security and performance bond for the project. This should additionally enlighten and remind prospective bidders on such financial obligations which should form part of their respective bids.
- c. At least one pre-bid conference shall be conducted for each procurement. Any request from a prospective bidder for the conduct of additional sessions shall be in writing and subject to the approval of the BAC.
- d. The pre-bid conference shall be held within seven (7) calendar days after pre-qualification of prospective bidder and prior to the deadline for receipt and opening of bids in order that prospective bidders may adequately prepare the bid offers. A procurement timeline (*Attachment 8*) shall be followed to ensure timely completion of procurement activities.

6. Proof of Concept (POC) Presentation

- a. On a case-to-case basis, particularly for projects or contracts that will necessitate a verification of the viability of a concept to determine if such will function as envisioned, prospective bidders shall be required to present their proof of concept.
- b. The POC presentation shall be an activity where bidders showcase their sample which is may be specifically reflective of the contract specifications or a similar product/system that significantly resembles said contract specifications.



- c. To give bidders ample time to design/create/fabricate their POC, the POC presentation shall be undertaken within thirty (30) calendar days after the pre-bid conference. Presentation shall be made to the BAC in the presence of all resource persons whose presence and participation are deemed necessary by the BAC.

B. BIDDING Phase

1. Submission and Receipt of Bids

- a. The bids shall be in accordance with the TOR, indicating the technical specifications and the corresponding bid price for the goods/services to be procured, and contained in a sealed envelope.
- b. Within 10 calendar days after the pre-bid conference or POC, if POC is applicable, the BAC shall schedule the actual bidding proper, a BAC session dedicated to the opening of bids, which is such date, time and place specified in the Invitation to Bid and which has been duly communicated to all bidders who have signified their interest to participate. No bid shall be received after such deadline and outside of the scheduled session for the opening of bids.
- c. To ensure transparency of proceedings, all qualified bidders, or their authorized representatives, shall personally hand in their respective bids in sealed envelopes to the BAC on said scheduled session.
- d. Any bidder who opts not to continue with the bidding shall formalize such through a written notice duly received by the BAC Secretary before the deadline for the receipt and opening of bids. In such case, the supplier/service provider forfeits any chance to submit a bid for the same contract, either directly or indirectly, should there be an extension or rescheduling of the deadline due to acceptable reasons.

2. Opening of Bids

- a. The opening of bids shall be undertaken right after all bids are received from participating bidders during the same session.
- b. The actual receipt, opening, validation of the contents of submitted bids, as well as the tabulation of price offerings, shall be done in the presence of all competing bidders.

3. Bid Security

- a. Any submitted bid shall be guaranteed by a bid security ensuring that the winning bidder shall, after receipt of the Notice of Award, enter into contract with PSMBFI within the stipulated time.

- b. It shall serve to discourage bidders from withdrawing their bids before the end of the bid validity period or from refusing to sign the contract if awarded as doing so would forfeit the bid security amount to PSMBFI as the procuring entity.
- c. Bid security shall be applicable to projects/contracts with estimated cost of not less than P200,000. The imposition of the bid security shall be indicated in the TOR corresponding to the procurement which shall be fixed at 3% of the actual bid price offered by a bidder.
- d. The bid security shall be in the form of cash or a manager's check payable to PSMBFI and endorsed to the BAC along with a proponent's submitted bid.
- e. Upon awarding of contract to the winning bidder, all other bid security cash/manager's checks shall be returned to non-winning bids. On the other hand, the bid security tendered by the winning bidder shall only be returned once said proponent has signed the contract and furnished the performance bond.

#### 4. Bids Evaluation

##### a. Preliminary Examination of Bids

An initial examination of the technical components of the received bids is necessary in order to determine completeness of bid tender and bid security cash/manager's check. Only bids that have been declared complete by the Internal Auditor and Legal Officer in terms of the technical aspect of the bid requirements shall be evaluated in terms of their financial component.

##### b. Ceiling for Bid Prices

Budget ceiling for procurement may be communicated to prospective bidders on a case-to-case basis only. However, on instances that such information is declared to the bidders prior to the bidding proper, a submitted bid that exceeds such ceiling despite prior notification shall be disqualified and will not be considered for evaluation.

##### c. Bid Evaluation for the Procurement of Goods and Infrastructure Projects

Pursuant to the specifications indicated in the TOR and with the expectation that bidders shall comply with all such specifications, bid evaluation for the procurement of goods and service shall be concentrated on the financial aspect of the bid with all bids ranked from lowest to highest, with the first as the Lowest Calculated bid.



d. Bid Evaluation for the Procurement of Services

- 1) Bids for services shall be evaluated using an evaluation matrix (*Appendix E*) purposely designed using factors or criteria that are deemed relevant and critical to the nature of the service being procured.
- 2) Said matrix shall be crafted by the BAC prior to the actual opening of bids and shall be communicated to pre-qualified bidders upon submission of bids.
- 3) Each factor/criterion is assigned points/percentages against which the bids and their components shall be rated. The bid with the highest accumulated points shall be declared as the Highest Rated Bid, and in case of a “tie”, the lowest bid offer shall be considered for post-qualification.
- 4) Owing to the process’ tedious nature, the actual evaluation shall be undertaken as a separate activity by the BAC, or a designated BAC-TWG (not to include the requisitioning entity), and not during the opening of bids. The proponent with the highest rated bid shall be notified subsequently.

C. POST-BID Phase

1. Post-Qualification

- a. The bidder with the lowest calculated bid (for goods and infrastructure projects) or the highest rated bid with lowest bid offer (for services) shall undergo post-qualification, or specifically a post-bid verification and validation to determine whether said bidder complies with and is responsive to all the requirements specified in the bidding documents.
- b. Post-qualification is undertaken within seven (7) calendar days after the BAC notifies said bidder of bid status. During this stage, the BAC may require the bidder’s updated latest income or business tax returns as well as other additional documents, licenses and permits not previously submitted.
- c. If all requirements for post-qualification have been met, bidder’s offer shall be considered the Lowest Calculated Responsive Bid or the Highest Rated Responsive Bid with lowest bid offer, as the case may be, and awarding of contract shall ensue.
- d. However, bidder’s failure to comply, or any finding against the veracity of submitted requirements, shall disqualify the bidder for award and shall forfeit the bid security tendered with the bid. Moreover, said bidder shall be



considered post-disqualified and the BAC moves on to conduct post-qualification with the second lowest calculated bid/second highest rated bid.

- e. If the bidder with the second lowest calculated bid/second highest rated bid is also post-disqualified, the procedure shall be repeated until the BAC determines the Lowest Calculated Responsive Bid or the Highest Rated Responsive Bid.
- f. A **failure of bidding** shall be declared for any of the following conditions:
  - 1) No bids are received;
  - 2) No bid qualifies as the lowest calculated responsive bid OR highest rated responsive bid; or
  - 3) Whenever the bidder with the highest rated/lowest calculated responsive bid refuses, without justifiable cause to accept the award of contract, as the case may be.

Upon failure of bidding, the BAC shall resort to re-posting of the invitation to bid and undertake another round of bidding observing the same process and timelines as prescribed in this policy. Only upon two (2) instances of failed bidding shall the BAC resort to **negotiated procurement** as provided for in Item VIII.C.2.d of this policy.

- g. A **single calculated/rated responsive bid** shall be considered for award if it falls under any of the following circumstances:
  - 1) If after advertisement, only one prospective bidder submits a letter of intent and/or applies for pre-qualification, meets the requirements or criteria, and submits a bid that is found to be responsive to the bidding requirements;
  - 2) If after advertisement, more than one prospective bidder applies for pre-qualification but only one bidder meets the requirements or criteria and submits a bid that is found to be responsive to the bidding requirements;  
OR
  - 3) If after pre-qualification, more than one bidder meets the requirements or criteria, but only one bidder submits a bid and such bid is found to be responsive to the bidding requirements.

## 2. Protest Mechanism

- a. Any protest or complaint on the decision of the BAC by a non-winning bidder shall be undertaken by said bidder in writing and submitted to the President.



- b. Protests shall be resolved strictly on the basis of records of the BAC and the decision of the President shall be final.
- c. While it is crucial that protests/complaints filed by a proponent should be addressed before any awarding of contract is made, in no case shall such protest by a proponent contribute to, or cause, any delay in the procurement process. Thus, it shall be the responsibility of the company to resolve any such concern immediately and arrive at a decision before a contract shall have been awarded.

3. Awarding of Contract

- a. The BAC shall endorse its recommended proponent for approval of the President within fifteen (15) calendar days, or for approval of the Board of Trustees not later than the nearest upcoming Board meeting.
- b. Once approved, the Notice of Award (*Attachment 9*) shall be issued immediately to the winning bidder, not later than five (5) calendar days from date of approval. The Notice of Award should reiterate the turn-around time for the bidder to engage in a contract with PSMBFI.
- c. Within ten (10) calendar days from receipt of Notice of Award, the winning bidder should be able to formally enter into a contract with the company, otherwise, the bid security, if applicable, shall be forfeited pursuant to the stipulation in Item XI.B.3 of this policy.

4. Performance Bond

- a. Prior to the signing of contract, the winning bidder shall, as a measure of guarantee for the faithful performance of, and compliance with, his obligations under the contract prepared in accordance with the bidding documents, be required to post a performance bond in such form and amount as specified in the TOR.
- b. Upon posting of the performance bond, the issued cash or check for the bid security, if applicable, shall be returned in exchange to the winning bidder.
- c. In case of a failure to post the required performance bond within the prescribed timeline, the bidder shall be disqualified while the bid security shall be forfeited in favor of PSMBFI.

5. Notice to Proceed

The company shall thereafter issue the Notice to Proceed (*Attachment 10*) to the winning bidder not later than seven (7) calendar days after the signing and approval of contract



6. Reservation Clause

PSMBFI, through the authority of the President or the Board of Trustees, reserves the right to reject any and all bids, declare a failure of bidding, or refuse to award the contract in any of the following situations:

- a. If there is prima facie evidence of collusion between appropriate officers or employees of the company, or between the BAC and/or its auxiliary teams and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- b. If the BAC is found to have failed in following the prescribed bidding procedures; or
- c. For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the company.

7. Evaluation of Bidder's Performance

Evaluation of bidder's performance shall be undertaken following the provisions stipulated in Item II.F of the Vendor Accreditation Process.

8. Contract Prices and Warranties

a. Contract Prices

All bid prices shall be considered as fixed prices to cover the given scope of work in the contract and are, therefore, not subject to any price increase/escalation during the implementation of the contract.

b. Warranty

1) For the procurement of goods

- In order to assure that manufacturing defects shall be corrected by the supplier, manufacturer or distributor, as the case may be, for a specific time after performance of the contract, a warranty shall be required from the contract awardee for such period of time as may be provided in the TOR, the obligation for which shall be covered by either retention money in the amount equivalent to a percentage of every progress payment, as stated in the same TOR.
- Said amounts shall only be released after the lapse of the warranty period, provided that the goods supplied are free from defects and all the conditions imposed under the contract have been fully met.



2) For the procurement of infrastructure projects

- The contractor shall assume full responsibility for the contract work from the time project construction commenced up to a reasonable period as defined in the TOR, taking into consideration the scale and coverage of the project from its final acceptance by the company and shall be held responsible for any damage or construction of works except those occasioned by *force majeure*.
- The contractor shall be fully responsible for the safety, protection, security and convenience of his personnel, third parties, and the public at large, as well as the works, equipment, installation and the like to be affected by his construction work and shall be required to put up a warranty security in the form of cash, bank guarantee, or callable surety bond.
- The contractor shall undertake the repair works, at his own expense, of any defect or damage to the infrastructure projects on account of the use of materials of inferior quality within ninety (90) days from the time the company has issued an order to undertake repair.
- In case of failure or refusal to comply with this mandate, the company shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.
- Any contractor who fails to comply with said requirement shall suffer perpetual disqualification from participating in any PSMBFI bidding and his property or properties shall be subject to attachment or garnishment proceedings to recover costs.

**XII. SUPPLEMENTAL GUIDELINES**

A. Offenses and Penalties

The company shall have the authority to impose necessary penalties for offenses committed by accredited vendors as it deems appropriate upon extensive factual investigation, without prejudice to its right to take legal action against said entities. When the bidder is a juridical entity, criminal liability and the accessory penalties shall be imposed on its directors, officers or employees who actually commit any of following acts:

1. Acts by Vendors

- a. Unduly influencing or exerting undue pressure on any member of the BAC or any officer or employee of PSMBFI to take a particular action which favors, or tends to favor a particular bidder;



- b. When two or more bidders agree and submit different bids as if they were bona fide, when they knew that one or more of them was so much higher than the other that it could not be honestly accepted and that the contract will surely be awarded to the pre-arranged lowest bid;
- c. Maliciously submitting different bids through two or more persons, corporations, partnerships or any other business entity in which he has interest to create the appearance of competition that does not in fact exist so as to be adjudged as the winning bidder;
- d. When two or more bidders enter into an agreement which call upon one to refrain from bidding for procurement contracts, or which call for withdrawal of bids already submitted, or which are otherwise intended to secure an undue advantage to any one of them;
- e. When a bidder, by himself or in connivance with others, employs schemes which tend to restrain the natural rivalry of the parties or operates to stifle or suppress competition and thus produce a result disadvantageous to PSMBFI;
- f. Submitting eligibility requirements of whatever kind and nature that contain false information or falsified documents calculated to influence the outcome of the eligibility screening process or conceal such information in the eligibility requirements when the information will lead to a declaration of ineligibility from participating in the bidding;
- g. Submitting bidding documents of whatever kind and nature that contain false information or falsified documents or conceal such information in the bidding documents, in order to influence the outcome of the bidding;
- h. Participating in a bidding using the name of another or allow another to use one's name for the purpose of participating in a bidding;
- i. Withdrawing a bid, after it shall have qualified as the Lowest Calculated Bid/Highest Rated Bid, or refusing to accept an award, without just cause or for the purpose of forcing PSMBFI to award the contract to another bidder. This shall include the non-submission/refusal to submit within the prescribed time, or delaying the submission of requirements such as, but not limited to, performance bond, preparatory to the final award of the contract;

Likewise, disciplinary action shall be imposed upon employees in accordance with the PSMBFI Code of Discipline and/or legal action, if applicable.

## 2. Acts by Employees



- a. Splitting of contracts which exceed procedural purchase limits and competitive bidding;
- b. When an executive of the of PSMBFI abuses the exercise of his power to reject any and all bids with manifest preference to any bidder who is closely related to him.

3. Jurisdiction

Jurisdiction over the foregoing infractions shall belong to the appropriate courts, according to laws existing at the time of the commission of the offenses.

### XIII. IMPLEMENTING PROCEDURES

A. Formal Bidding (BAC 1)

1. The BAC Secretariat receives RF from requisitioning department/office/employee and checks completeness of required supporting documents.
2. It then schedules a pre-procurement conference within seven (7) calendar days after receipt of RF and prepares all information and documentation pertaining to all aspects of the request, such as technical specs and other information contained in the TOR, budget allocation and availability, as well as the composition of the bidding documents.
3. The BAC convenes the pre-procurement conference and finalizes the set of information to be included in the invitation to bid.
4. The BAC Secretariat publishes/posts the invitation to bid and sends out an email blast to all accredited vendors with active status within seven (7) calendar days after the pre-procurement conference in accordance with policy guidelines.
5. Upon receipt of letters of intent from prospective bidders, the BAC Secretariat undertakes the 2-step pre-qualification process.
6. Once a shortlist of proponents are pre-qualified, the BAC Secretariat schedules a pre-bid conference within seven (7) calendar days from completion of the pre-qualification of bidders and proceeds to notify pre-qualified bidders of said schedule.
7. The BAC convenes the pre-bid conference, presents and discusses project details and the TOR, and addresses bidders' concerns relating to the procurement. On



the same day as the pre-bid conference, after the bidders have been excused, if the requirement deals with the procurement of services, the BAC and its TWG, creates the evaluation matrix which will be used in evaluating the bids.

8. The BAC Secretariat schedules a session for POC presentation for projects/contracts that require a POC within thirty (30) calendar days after the pre-bid conference. BAC invites resource persons as deemed appropriate to witness the presentation.
9. The BAC Secretariat schedules the submission and opening of bids which is any day within the ten (10) calendar days after the pre-bid conference, by which time the bidders would have finalized their respective offerings. Bidders are notified of said schedule through an email invite which also provides last minute announcements or reminders.
10. The BAC convenes the bidding proper and, before receiving the actual sealed bids, proceeds to discuss the protocols of bid evaluation, especially in the case of the procurement of consultancy services that does not adhere to the “lowest bid” principle. The BAC discusses the criteria to be used in the evaluation to enlighten bidders.
11. Bids are sealed and, for transparency, personally handed over by the proponent or their authorized representatives during the bidding proper.
12. The Internal Auditor and Legal Officer inspect the contents of each sealed bid and determines completeness of all required documents. Sealed bids should also contain the cash or checks tendered in view of the bid security requirement, if applicable, based on policy guidelines.
13. The Internal Auditor and Legal Officer, after affirming completeness of documents and all information required in the TOR, turn over the bids and bid security cash/manager’s checks to the BAC members. If the procurement is for goods and infrastructure projects, bid evaluation is done on the spot, bids are announced and tabulated in the presence of the bidders. For procurement of services, the bids are opened and tabulated in the presence of bidders. These bids are rated using the evaluation matrix on a separate session which should take place within ten (10) calendar days from opening of bids.
14. The BAC reiterates to the bidders that the lowest bid does not automatically mean that the bid is considered the winner as post-qualification shall subsequently be undertaken. It is only after post-qualification and the



determination of the lowest calculated responsive bid/highest rated responsive bid.

15. The BAC Secretariat conducts post-qualification of bidders within seven (7) calendar days after the opening of bids and identifies the lowest calculated responsive bid/highest rated responsive bid after verification of bidder's compliance and responsiveness to all the requirements in the bidding documents.
16. In the event of a bidding failure, the BAC Secretariat re-posts the invitation to bid and undertakes another cycle of bidding. Only upon two (2) instances of failed bidding shall the BAC resort to **negotiated procurement** as provided for in Item VIII.C.2.d of this policy.
17. The BAC Secretariat, upon successful completion of the post-qualification validation, submits its report to the BAC for endorsement. The BAC, in turn, submits a recommendation to the President within fifteen (15) calendar days, or to the BOT not later than the most immediate Board meeting, for final approval.
18. Once the recommendation is approved, the BAC Secretariat issues the Notice of Award to the winning bidder not later than five (5) calendar days from date of approval. The winning bidder should be able to sign a contract with the company within ten (10) calendar days after receipt of Notice of Award, otherwise, the bid security cash/ check tendered along with the bid shall be forfeited.
19. Upon contract signing, the winning bidder shall post a performance bond in the amount indicated in the TOR. Once this is endorsed to PSMBFI, the cash/ check intended for bid security shall be returned, in exchange, to the winning bidder. However, failure to execute this shall mean disqualification of the bid and the forfeiture of the bid security.
20. Within seven (7) calendar days from PSMBFI's approval of the signed contract, the BAC Secretariat issues the Notice to Proceed to winning bidder. Where applicable, a Purchase Order shall also be issued to formalize the requirement for delivery.
21. Upon delivery of procured items (goods, services, infrastructure projects), the appropriate Inspection & Acceptance Team verifies and validates actual delivery of procured goods and/or completion of services/delivery of agreed service output as against acceptance criteria indicated in the TOR. Depending on the



type of procurement and project duration, the IAT may accomplish this task in one instance or gradually, in phases aligned with the project timeline of deliverables.

22. The IAT accomplishes an acceptance report for every instance of validation activity and submits the same to the BAC to serve as basis for payment.

**B. Informal Bidding (BAC 2)**

1. The BAC Secretariat receives RF from requisitioning department/office/employee and checks completeness of required supporting documents.
2. The BAC Secretariat then undertakes canvassing from among accredited suppliers and solicits quotations.
3. Once price quotes are received, at least three (3) suppliers for every transaction, the BAC Secretariat summarizes these into an abstract of canvass or canvass sheet and proceeds to evaluate said prices to identify the winning bid which is the lowest offering.
4. The BAC Secretariat routes the abstract for review and notation of BAC 2 members.
5. Once everything is in order, BAC 2 endorses the canvass sheet for approval of the President.

**Recission**

All other previously issued policies, procedures and guidelines contrary to or inconsistent with the above are hereby rescinded and superseded as prescribed in this policy.



## *Appendix A*

### **VENDOR ACCREDITATION PROCESS (VAP)**

The Vendor Accreditation Process is an assessment system that qualifies potential suppliers/service providers who will be allowed to participate in the company's procurement activities.

#### I. Objectives

- A. This process serves to ensure that our suppliers/service providers possess the necessary financial and technical capabilities in terms of providing reliable and good quality products and services to PSMBFI.
- B. It likewise endeavors to protect the company's interests by encouraging good performance and service delivery from accredited proponents while discouraging unethical business practices.

#### II. Scope

Accreditation shall be a requirement for all vendors intending to participate in PSMBFI's procurement activities, to exclude projects/contracts with individual consultants as well as purchases made via Shopping, an alternative procurement method.

#### III. General Guidelines

##### A. Vendor Application

The Vendor Accreditation Application Form shall be the main document for use by potential suppliers/service providers in securing their accredited status with the company. This form shall consist of four (4) parts:

1. **Part A – General Instructions** : an overview of the accreditation process, including forms and documents as well as inspection and evaluation requirements, provided to vendors seeking accreditation to PSMBFI
2. **Part B – Vendor Accreditation Questionnaire** : the application form proper which contains questions that vendors must answer in order to provide all pertinent data required by PSMBFI necessary in evaluating the application for accreditation



3. **Part C – Agreement** : a declaration of PSMBFI’s rights, restrictions and requirements in accomplishing the accreditation process, as well as the vendor’s attestation which signifies conformance.
4. **Part D – Appendices and Attachments** : a summary of all additional information required by PSMBFI classified into appendices tabulated for easy reference, and a listing of supporting documents as attachments.

B. Requirements for Accreditation

1. Legal Requirements (certified true copies)
  - a. For Single Proprietorship
    - 1) Mayor’s Permit
    - 2) Business Name registered with DTI
    - 3) BIR Registration
  - b. For Corporation or Partnership
    - 1) Mayor’s Permit
    - 2) Certification of Registration with the Securities and Exchange Commission (SEC)
    - 3) Certified True Copy of the Articles of Incorporation and By-Laws
    - 4) BIR Registration
2. Service Capability (original documents except item h)
  - a. Company profile
  - b. Organizational chart showing all corporate divisions, companies, and subsidiaries
  - c. Organizational chart of key company personnel (including President, Vice-President/s, and Department Managers)
  - d. Location map and pictures of office, factory, or branches (if any)
  - e. List of customers/clients for the past five (5) years
  - f. List of products with product line catalog/fliers/brochures/other materials to showcase field of specialization and services rendered (if applicable)
  - g. Price list of products offered (if applicable)
  - h. If dealer or distributor, a certified true copy of the distributorship certificate/agreement with the principal supplier



- i. List of services offered and description (if applicable)
  - j. List of Machineries and Equipment (manufacturing/office/delivery & warehousing)
3. Financial Capability (certified true copies)
- a. Audited financial statements for the last two (2) years
  - b. Income Tax Return (ITR) for the last two (2) years duly received by the BIR
  - c. List of major banks and creditors

4. Special Requirements for Joint Venture (JV) Partnerships with Foreign Suppliers/Service Providers

Of the parties involved, the JV partner who is duly organized under the laws of the Philippines and of which at least 60% of the outstanding capital stock belongs to citizens of the Philippines, shall be considered the **vendor representative** who shall undergo accreditation and who, once accredited, will be eligible to participate in the bidding activities of PSMBFI. This means that the technical and financial capacity of the vendor representative shall be considered as the technical and financial capacity of all joint venturers. Thus, said vendor representative, with its own company credentials, shall submit:

- a. All aforementioned requirements for accreditation (Items 1, 2, and 3) and
- b. A certified true copy of valid Joint Venture Agreement

C. Accreditation Cycle and Validity

Accreditation is valid for two (2) years only and must be renewed to active status by undergoing re-accreditation before vendor is allowed to take part in any procurement activity of the company. Re-accreditation is a repeat of the original accreditation assessment process with the vendor performance review (if vendor was able to engage in a contract with PSMBFI within its 2-year accredited status) as an addition to the criteria.

D. Vendor Assessment and Accreditation Approval

1. The accreditation of prospective suppliers/service providers shall be the responsibility of the Accreditation Assessment Team led by the Manager, Administration Department with Supervisor, GSS and one Supervisor level representative each from the OIA and Accounting Department, and assisted by the Procurement Specialist.



2. The same team shall be in charge of completing the assessment report per applicant-vendor evaluated indicating a “PASS/FAIL” recommendation based on:
  - a. Compliance with legal requirements
  - b. Demonstrated financial capability
  - c. Service capability based on company profile, product/services line, principals, accreditation or recognition from known organizations setting quality standards, findings during due diligence/ocular inspection
3. Said evaluation and recommendation shall be endorsed to Management for approval before awarding the Certificate of Accreditation to duly accredited supplier/service provider.

E. Vendor Maintenance

All accredited vendors shall be included and maintained in the vendor master list which allows easy access and management of supplier/service provider information including, but not limited to, contact information and product listing with pricing, if applicable. Final master list of accredited suppliers shall be approved by the President.

F. Performance Review

1. Performance review of accredited vendors shall be done on an annual basis, one being completed during the mid-term of the accreditation validity and the other upon completion of the 2-year period. The evaluation shall be based on the following factors with corresponding sub-factors as indicated in the evaluation form:
  - a. Pricing
    - 1) Competitive pricing/cost
    - 2) Price stability and advance notice of price changes
    - 3) Payment terms and conditions
  - b. Quality of products and services
    - 1) Product reliability or meeting of specifications
    - 2) Warranty coverage (length and terms of warranty)
    - 3) Feedback from end-users
  - c. Delivery
    - 1) Competitive lead-time
    - 2) Delivers on time and as specified in Purchase Order (PO)



- 3) Delivers correct items and quantities as specified in PO
  - 4) Proper packaging
  - 5) Accurate documentation and identification of products/services
  - 6) Provision for emergency deliveries
- d. Customer service or after sales support
- 1) Compliance with contract terms
  - 2) Responsiveness to emergency requests
  - 3) Reliability of product repairs/services
  - 4) Technical support
    - Type of equipment
    - Size of facilities
    - Size and capability of manpower
    - Training provided on manufacturer's products
    - Compliance to quality standards
- e. Responsiveness to requests for quotations/proposals or invitation to bid
- 1) Frequency of bids
  - 2) Frequency of wins/losses (state reasons)
- f. Financial and business stability
- 1) Updated audited financial statements
2. The performance review shall be undertaken by the Accreditation Assessment Team with proper consultation with process owners and end-users.
- G. Suspension or Cancellation of Accreditation
1. Grounds for suspension or cancellation of accreditation may be any of the following acts or omissions:
    - a. Committing fraud or any act of misrepresentation, before, during or after the accreditation process;
    - b. Making false declarations/statements claiming capability to supply products and/or services, or making use of documents that signify the same;
    - c. Failure to meet minimum performance standards upon appraisal;
    - d. Inability to meet agreed terms and conditions such as on product/service quality, delivery date two (2) times within a one-year period;



- e. Non-compliance with company and government policies relating to procurement;
  - f. Bribery or offering of something of value to buyers or end-users/company representatives with direct participation in the transaction in exchange for being favored in the accreditation process / awarding of contracts or at any point during the business relationship; and
  - g. Any other analogous acts that are prejudicial to the interests of the company.
2. Infractions or such acts as listed shall be promptly documented and reported to the Manager, Administration Dept. by the Accreditation Assessment Team, who in turn endorses the same to the VP for Corporate Services.
  3. The Manager, Administration Dept. may only recommend for approval of the VP-CS the reinstatement of suspended supplier/service provider upon vendor's presentation of substantial proof that the cause for suspension has been duly resolved.
  4. Vendors whose accreditations have been cancelled may re-apply for accreditation subject to assessment protocols.
  5. Extreme infractions shall qualify a vendor for blacklisting by the company, after thorough case assessment and approval of decision by the VP CS. A vendor blacklisted by the company shall no longer be considered for future re-accreditation applications.

#### IV. Procedures

##### A. Vendor Accreditation

1. Receive accomplished Vendor Accreditation Application Form with supporting documents from vendor
2. Review completeness of documents submitted and fill up checklist
3. Submit complete set of documents to Accreditation Assessment Team
4. Evaluate vendor based on all criteria listed as evidenced by requirements submitted



5. Conduct due diligence/ocular inspection with photos (taken with vendor's permission) to support evaluation
6. Submit assessment report to VP CS for endorsement to the President for final approval
7. Prepare Certificate of Accreditation for qualified suppliers
8. Award certificates
9. Update and maintain list of accredited suppliers
10. Create individual vendor files for reference

B. Performance Evaluation

1. Prepare activity report for accredited vendors based on actual records with particular reference to:
  - a. Pricing
  - b. Quality of products and services
  - c. Delivery
  - d. Customer service or after-sales support
  - e. Responsiveness to RFP/RFQ  
Financial and business stability
2. Rate/evaluate accredited vendors based on activity report
3. Finalize status of all evaluated vendors and update master list of accredited vendors
4. Notify poor performing vendors and send notice of cancellation/revocation of accreditation
5. File documented report of accredited vendors who passed evaluation to be used as reference/additional information for renewal or re-accreditation application



C. Adjudication

1. Receive incident report (if complaint is from other entities within PSMBFI) /Prepare incident report (if Admin concern) on vendor infraction and submit to Accreditation Assessment Team for initial investigation
2. If case is warranted based on initial investigation results, submit case report (IR and findings) to the Manager of Administration Department for further assessment and recommendation for action
3. Endorse final recommended action (suspension/cancellation of accreditation, blacklisting, etc.) to Management for approval
4. Notify vendor.
  - a. **Suspension of accreditation** shall be for an indefinite period of time until vendor addresses concern and requests for reinstatement.
  - b. **Cancellation of accreditation** shall be for an indefinite period of time until vendor applies for re-accreditation, provided that the cause of cancellation has been fully resolved.
  - c. **Blacklisting** of vendor is permanent.
5. Upon vendor's request for reinstatement after suspension or upon application for re-accreditation, consolidate submitted documents that substantiate vendor's resolution of incident/concern
6. Submit appeal records (vendor's request and supporting documents) to BAC for assessment and recommendation
7. Finalize recommended action, whether to maintain/affirm vendor suspension status or rescind suspension and reinstate accreditation, and submit to Management for approval
8. Notify vendor of outcome of request/appeal



## *Appendix B*

### **The BIDS AND AWARDS COMMITTEE (BAC)**

The Bids and Awards Committee (BAC) is a body created to perform the procurement of goods and services necessary for the company's operations in accordance with the provisions of the Procurement Policy. There are two such committees, BAC 1 and BAC 2, that operate within PSMBFI owing to the segregation of procurement activities according to cost.

#### I. Bids and Awards Committee 1 (BAC 1)

##### A. Composition and Term of Office

1. BAC 1 consists of five (5) members and is assisted by a secretary:

Chairman	:	Vice President for Finance
Vice Chairman	:	Vice President for Operations
Members	:	Manager, Administration Department Two (2) appointed members of manager level
Secretary	:	Supervisor, GSS

2. The appointed members of manager level or capacity shall render a term of two (2) years while the rest shall remain as permanent members of the committee.

3. In case of resignation, retirement, or other forms of separation from employment with the company of any of the appointed members, a replacement shall serve only for the unexpired term.

4. Any change in the composition of BAC 1 shall require the approval of the Board of Trustees (BOT), including the recommendations for appointment, in the case of temporary members, which shall transpire at two-year intervals.

5. Supplemental guidelines

a. In the absence of the Chairman, a member will be temporarily appointed to preside over the meeting.

b. During particular deliberations that require knowledge, experience and/or expertise relevant to the procurement activity, the BAC 1 may include a provisional member who is considered a technical expert in the field to contribute to said deliberation.



- c. In the event that a BAC member is the concerned requisitioner, subject individual shall inhibit himself/herself from participating in the deliberation while the remaining members, constituting a quorum, shall proceed with the deliberation proper. If, in any case, more than one member of the committee inhibits due to aforementioned reason resulting to a need to reconstitute the BAC through the appointment of temporary members, such composition shall be considered as a Special BAC to be formalized and granted specific temporary authority through BOT approval.

B. Scope and functions

1. BAC 1 undertakes the procurement of goods or services that exceed P200,000.00 in total cost and performs the following functions:
  - a. advertise and/or post the invitation to bid;
  - b. conduct pre-procurement and pre-bid conferences;
  - c. determine the eligibility of prospective bidders;
  - d. receive bids;
  - e. conduct the evaluation of bids;
  - f. undertake post-qualification proceedings; and
  - g. recommend awarding of contracts to the President for approval/further submission to the Board of Trustees, as the case may be.
2. Auxiliary roles
  - a. In case of violations as specified under Item XII (Supplemental Guidelines) of this policy, BAC 1 is also tasked to document such identified infractions and promptly report the same to the President.
  - b. The BAC 1 shall likewise perform other related functions such as the creation of a Technical Working Group from a pool of technical, financial and other experts to assist in the procurement process, as well as the recommendation of alternative procurement methods, as deemed necessary.

C. Resource Persons/Witnesses

1. The following shall regularly witness BAC 1 proceedings as resource persons in order to ensure transparency in the bidding process and during the awarding of contract to the chosen supplier/service provider:
  - Legal Officer



- Internal Auditor
- Manager, Corporate Planning Department

2. Likewise, one supervisory level employee from any of the departments shall be invited and designated as observer/witness during such proceedings.

II. Bids and Awards Committee 2 (BAC 2)

A. Composition and Term of Office

1. BAC 2 consists of five (5) members and is assisted by a secretary:

Chairman	:	Vice President for Operations
Vice Chairman	:	Appointed member of manager level
Members	:	Manager, Administration Department
		Two (2) appointed members of manager level
Secretary	:	Supervisor, GSS

2. The appointed members of manager level or capacity shall render a term of two (2) years while the rest shall remain as permanent members of the committee.
3. In case of resignation, retirement, or other forms of separation from employment with the company of any of the appointed members, a replacement shall serve only for the unexpired term.
4. Any change in the composition of BAC 2 shall require the endorsement of the President for final approval of the Board of Trustees (BOT), including the recommendations for appointment, in the case of temporary members, which shall transpire at two-year intervals.

B. Scope and functions

1. BAC 2 undertakes the procurement of goods or services with total cost amounting to P200,000.00 or less and performs the following functions:
  - a. solicit quotations from accredited suppliers/service providers;
  - b. evaluate price quotes summarized in abstract of canvass (canvass sheet);
  - c. conduct the evaluation of quotations;
  - d. identify winning supplier/service provider; and
  - e. endorse abstract of canvass for approval of the President;



### III. The BAC Secretariat

The BAC Secretariat serves as the main support unit of both BAC 1 and BAC 2. Led by the Supervisor of the General Support Services Section of the Administration Department, who is the designated Secretary in the BAC composition, the secretariat consists of organic employees of the company from the same department tasked to provide administrative assistance and coordination support in terms of BAC-related activities.

### IV. The BAC Technical Working Group

The BAC Technical Working Group (BAC-TWG) is the ad hoc team created by the BAC on an “as-needed” basis with reference to procurement activities that require specific sets of technical expertise that may be outside the competencies of existing committee members. The TWG shall be mandated to provide assistance, in terms of technical know-how, at certain stages of the procurement process, most particularly during the evaluation of submitted bids.



## Appendix C

### The INSPECTION and ACCEPTANCE TEAM (IAT)

The Inspection & Acceptance Team is a group of representatives from different departments/offices who perform the final validation on actual delivery of procured goods and/or completion of services/delivery of agreed service output.

#### I. Composition

There shall be two (2) regular sets of IAT in alignment with the delineation of scope of BAC 1 and BAC 2. However, a third set shall be mobilized in cases of procurement costing P3,000,000.00 and more, or depending on the degree of complexity of a particular purchase requirement or for special projects such as, but not limited to, comprehensive IT systems, service vehicles with customization, and specialized bulk volume purchases.

##### A. Inspection and Acceptance Team 1 (IAT 1)

For procurement of goods and/or services that exceed P200,000.00 but less than P3,000,000.00 in cost, the IAT 1 shall consist of **supervisory level/capacity representatives** from the Office of the Internal Auditor, the Accounting Department, and from the GSS of the Administration Department.

##### B. Inspection and Acceptance Team 2 (IAT 2)

For procurement of goods and/or services that are P200,000.00 and below in cost, the IAT 1 shall consist of **staff level/capacity representatives** from the Office of the Internal Auditor, the Accounting Department, and from the GSS of the Administration Department.

##### C. Special Inspection and Acceptance Team

For procurement of goods and/or services that cost P3,000,000.00 and above, or for specialized/complex projects or bulk volume requirements, the Special Inspection and Acceptance Team shall be composed by **managerial level representatives, particularly the Internal Auditor, the Manager, Accounting Department, and the Manager, Administration Department.**

#### II. Functions

A. The IATs shall be primarily responsible for verifying procurement specifications on delivery of procured goods and/or completion of services/delivery of agreed service output such as quantity (based on delivery schedule), quality and physical features, as well as compliance with other specifications, as required. More specifically:



1. Inspection tasks shall be the accountability of the OIA representative and shall cover examination of the quality/usability of procured goods/services/infrastructure based on the assessment parameters stated in the TOR, such as, but not limited to, running time standards, etc. ; while
  2. Acceptance tasks shall be the accountability of the representatives from the Accounting and Administration Departments which include item counts, packaging checks, and warranty checks.
- B. In terms of services and outsourced contracts, the IATs shall ensure to validate accomplishment of agreed service output in phases, as provided for in the Terms of Reference accomplishment and payment schedule, and upon the completion of the service contract. Such validation should specify and document specific output per milestone/phase as compared against target agreed deliverables for the covered period/phase in the project timeline.
- C. An acceptance report for every instance of validation activity shall be submitted by the IAT to the Chairman, BAC. A report that confirms alignment between actual output as against agreed deliverables shall be the basis for the release of payment increments as scheduled and stipulated in the project contract.



## *Appendix D*

### **BIDDERS PRE-QUALIFICATION ASSESSMENT**

Pre-qualification of prospective bidders is a necessary step undertaken after accredited bidders have signified interest in participating in the bidding for PSMBFI projects.

#### I. Objective

This assessment serves to ensure that prospective bidders are qualified to participate in the bidding for PSMBFI projects/contracts.

#### II. General Guidelines

##### A. The 2-Step Process

The pre-qualification of bidders shall be a 2-step appraisal process intended to (1) streamline interested bidders based on compliance with PSMBFI requirements, and (2) arrive at a shortlist of qualified proponents to be presented to the BAC 1.

1. **Step 1 – Elimination stage** - where prospective bidders who were not able to comply with the deadline of submission of documentary requirements for pre-qualification (as indicated in the invitation to bid) are dropped from the list of proponents to progress to the next step of the assessment.
2. **Step 2 – Qualifying stage** - where prospective bidders who were able to submit the requisite documents and information are assessed using a rating system. A cut-off rating of 70% shall determine the remaining proponents to comprise the shortlist invited to participate in the pre-bid conference.

##### B. Requirements for Assessment

1. It shall be the primary requirement of PSMBFI for all proponents intending to participate in any bidding activity to acquire accredited vendor status prior to pre-qualification, except in cases where the proponent is an individual consultant or when procurement entails the alternative mode of “shopping”.
2. While documentary requirements and other pertinent vendor information are already submitted to the company upon accreditation, additional requirements may still be required especially if the bidder’s accreditation documents on file are deemed not recent, as required. In such instances, prospective bidder shall be required to present updated certified true copies of the following:



- a. Audited financial statements for the last two (2) years
  - b. Income Tax Return (ITR) for the last two (2) years duly received by the BIR
  - c. List of major banks and creditors
  - d. Tax clearance
3. Among the critical documents that should form part of the requirements for pre-qualification is a sworn affidavit of the bidder, known as the **Disclosure of Relations**, stating that said bidder that he/she or any representative of their company is not related to PSMBFI Trustees, key officers and representatives by consanguinity or affinity up to the third civil degree. Failure to comply with this requirement shall be a ground for automatic disqualification of the bid.
4. Should a proponent be not accredited at the time of submission of pre-qualification requirements, said proponent shall be allowed to undergo accreditation simultaneously with the pre-qualification assessment, while strictly observing and upholding the timeline for pre-qualification. This means that the proponent will have to ensure to submit all requirements for both accreditation and pre-qualification, documentary or otherwise, within the pre-qualification stage/assessment period. Once said proponent has been duly screened and found eligible for accreditation, the BAC Secretariat shall duly notify the Accreditation Assessment Team so that such proponent's status may be accordingly updated in the master list of accredited vendors.

C. Assessment Criteria and Rating

1. The Elimination Stage shall refer to the same list of requirements for accreditation with the deadline of submission, as stated in the invitation to bid, strictly observed.
2. In any case that financial documentary requirements are outdated, the prospective bidder shall be obligated to submit a more recent, applicable set of documentation.
3. Failure to complete the required set of requirements shall be grounds for elimination of prospective bidder. This means that said proponent will no longer progress to the next stage.
4. The Qualifying Stage shall be undertaken through the use of a rating system.

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Qualification Criteria			Compliance Requirements		Documentation/ Submission	Points Yes = 10 No = 0
Subject	Requirement		Single Entity	Joint Venture (Rep)		
<b>1. Eligibility</b>						
1.a	Nationality	Citizen or constituted, incorporated, or registered and operates in conformity with Phil. laws	Must meet requirement	Must meet requirement	Single entity – N/A JV Rep – Joint Venture Agreement	
1.b	Conflict of interest	No conflict of interest	Must meet requirement	Must meet requirement	Disclosure of Relations	
1.c	Bank/creditor ineligibility	Not declared ineligible by bank or creditor	Must meet requirement	Must meet requirement	List of Bank & Creditor References	
<b>2. Service Capability</b>						
2.a	History of non-performing contracts	No instance of non-performance of a contract, no disputes nor litigation within the last 5 years	Must meet requirement by itself or as partner to past JV	Must meet requirement by itself or as partner to past/present JV	Accreditation requirements : Service Capability  Background checks	
2.b	Failure to sign contract	No bid security forfeiture within the last 5 years	Must meet requirement	Must meet requirement by itself or as partner to past/present JV	Accreditation requirements : Service Capability  Background checks	
2.c	Pending litigation	No pending litigation	Must meet requirement by itself or as partner to past JV	Must meet requirement by itself or as partner to past/present JV	Accreditation requirements : Service Capability  Background checks	
<b>3. Financial Capability</b>						
3.a	Historical financial performance and financial resources	Net worth previous year = at least 100% of estimated cost of procurement	Must meet requirement	Must meet requirement	Audited FS for the last 2 years; ITR for the last 2 years duly received by BIR	
		Net income previous year = at least 10% of estimated cost of procurement	Must meet requirement	Must meet requirement		
<b>4. Experience/track record</b>						
4.a	Years of existence	> 15 years : 10 pts	No requirement	No requirement	Company records/info	
		11–15 years : 8 pts				
		6-10 years : 6 pts				
		1-5 years : 4 pts				



4.b	Specific Experience	At least one similar nature and at least 50% of the cost of current project within the last 5 years	Must meet requirement	Must meet requirement	Accreditation requirements : Service Capability  Background checks	
TOTAL SCORE						

5. The bidders pre-qualification assessment shall be completed within seven (7) calendar days from the deadline of submission of documents by the proponent and shall be undertaken by the BAC Secretariat.

III. Procedure

- A. Receive letter of intent with Disclosure of Relations from proponent
- B. Check if proponent is an accredited vendor
  1. If NO, notify proponent and advise to submit all requirements for accreditation along with pre-qualification documents
  2. If YES, check file to determine completeness of proponent records and require submission of updated financial documents
- C. Undertake Elimination Stage of assessment and drop proponents with incomplete requirements as of submission deadline
- D. Undertake Qualifying Stage of assessment and fill out rating form
- E. Submit rating to BAC for approval
- F. Notify pre-qualified vendors of status and invite to pre-bid conference



## *Appendix E*

### **EVALUATION MATRIX**

#### *(BID EVALUATION FOR THE PROCUREMENT OF SERVICES)*

The applicability of bid evaluation based solely on the financial aspect of the bid, with the assumption that all specifications in the TOR shall be equally complied with, is confined to procurements for goods and infrastructure projects. In contrast, evaluation of bids for procurement of services necessitate a different approach. Thus, an evaluation matrix created specifically for the procurement activity shall serve as the tool for bid evaluation.

#### I. Criteria Selection

Factors or criteria that will be used in the evaluation matrix will vary from one project/contract to another as the primary consideration is their relevance and criticality to the nature of the service being procured.

#### II. Responsibility

The evaluation matrix shall be crafted by the BAC and its TWG during the pre-bid conference (bidders excluded from activity). The evaluation criteria used in the matrix shall be communicated/explained to pre-qualified bidders upon submission of bids prior to the actual opening of bids.

#### III. Crafting the Matrix

- A. Determine factors/criteria based on relevance and criticality to the service being procured. Ideally, 4-5 factors will be sufficient. Provide operational definitions/meaning for each.

##### *Sample Selection Criteria*

- 1. Suitability**

Business process specifications / Features - Integrated Set-up, Regulatory requirements compliance, usability

- 2. Total Cost of Ownership (TCO)**

Implementation plus Operating cost / Annual Operating cost

- 3. Stability**

Market share of the technology

- 4. Implementation timeline**



Project Implementation duration

- 5. **After-sales support**  
Availability of local support

B. Plot criteria on a prioritization table

Sample Matrix

	Suitability	TCO	Stability	Implementation timeline	After-sales support	TOTAL	%
Suitability							
TCO							
Stability							
Implementation timeline							
After-sales support							

C. Assign points, percentages and determine weighted score

1. Compare row header vs. column header. If row header is more important, assign a score of 5; if equally important, assign 3; and if column header is more important, assign 1 point. Repeat the process horizontally until the last column header criterion.

Sample Matrix

	Suitability	TCO	Stability	Implementation timeline	After-sales support	TOTAL	%
Suitability		5	5	5	5		
TCO							
Stability							
Implementation timeline							
After-sales support							

2. Continue scoring until the last row header criterion.

Sample Matrix

	Suitability	TCO	Stability	Implementation timeline	After-sales support	TOTAL	%
Suitability		5	5	5	5		
TCO	1		5	5	5		
Stability	1	1		1	1		
Implementation timeline	1	1	5		1		
After-sales support	1	1	5	5			



3. Compute row totals; compute total score for the row "TOTAL".

Sample Matrix

	Suitability	TCO	Stability	Implementation timeline	After-sales support	TOTAL	%
Suitability		5	5	5	5	20	
TCO	1		5	5	5	16	
Stability	1	1		1	1	4	
Implementation timeline	1	1	5		1	8	
After-sales support	1	1	5	5		12	
						<b>60</b>	

4. Compute for the percentages by dividing each row total by the sum of scores under "TOTAL" and multiplying by 100. Round off final percentage weight.

Sample Matrix

	Suitability	TCO	Stability	Implementation timeline	After-sales support	TOTAL	%
Suitability		5	5	5	5	20	33%
TCO	1		5	5	5	16	27%
Stability	1	1		1	1	4	7%
Implementation timeline	1	1	5		1	8	13%
After-sales support	1	1	5	5		12	20%
						<b>60</b>	<b>100%</b>

5. Final percentage weights (last column) shall be the weight assigned to each criteria

Sample Matrix

Criteria	% Weight
Suitability	33%
TCO	27%
Stability	7%
Implementation timeline	13%
After-sales support	20%
	100%

6. During evaluation, criteria and assigned weights shall be further expanded into rating scales against which the features of the bidders' service offer shall be rated.



## ATTACHMENT 1

### VENDOR ACCREDITATION APPLICATION FORM



## PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

### VENDOR ACCREDITATION APPLICATION FORM

#### PART A: General Instructions

1. All suppliers must accomplish the application form and submit the required documents indicated therein. All information must be complete, factual, and correct. Submitted documents must be authentic and up-to-date. Incomplete submittals shall put the accreditation process on hold.
2. Submit a scanned/ printed copy of the completed application form signed by your President and General Manager
3. Accreditation Assessment Team shall review the submission, including the applicability of the offered product/s. If found qualified, the prospective vendor will be issued certificate of accreditation.
4. Legal implications shall be given to those who disclose and submit misleading, incorrect, and/or false information and documents. PSMBFI holds the right to decline the application or revoke the accreditation of suppliers who are involved in activities that put PSMBFI at risk or are not in the line with PSMBFI's core.
5. PSMBFI Accreditation Assessment Team shall schedule and perform a financial, technical, and commercial evaluation after the complete submission of the application form and supporting documents. All suppliers must accommodate PSMBFI and its representatives. Information and documents in the form shall be verified during said evaluation process. Additional documents shall be submitted by the supplier upon request of PSMBFI.
6. The PSMBFI Accreditation Assessment Team will consolidate the results of the financial, commercial, and technical evaluations. The prospective vendor will be informed of the results of the evaluation by email with the certificate of accreditation as an attachment. All suppliers that failed the accreditation process shall be issued a Letter of Regret.
7. Accredited suppliers must undergo re-accreditation process every two (2) years. Likewise, the results of the vendor performance evaluation for previous contracts/ purchase orders is also one of the bases in the renewal of accreditation. Failure to undergo re-accreditation process shall be a ground for blocking in our supplier's database.

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#### PSMBFI Building

No. 318-320 Santolan Road, cor. 1st and 2nd West Streets  
San Juan, Metro Manila  
Tel. No. 726-1675; 726-8070 Telefax No. 726-7250  
Email: [customercare@psmbfi.com.ph](mailto:customercare@psmbfi.com.ph)

[www.psbmfi.com.ph](http://www.psbmfi.com.ph)



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

**PART B. Vendor Accreditation Questionnaire**

**Instructions**

1. This questionnaire must be answered in full as failure to do so may affect the evaluation of the applicant-vendor.
2. Each question has a designed text box to contain the corresponding response thus no text box must be left unanswered. For questions that request to “describe” an answer, a brief and concise statement or response must be conveyed. Questions that do not apply to the vendor shall be clearly marked as “not applicable”. Additional explanations or justifications may be included if deemed necessary.
3. Only the documents required in the questionnaire will not be checked. However, the supplier may be requested to submit additional documents if, and only if, PSMBFI deems it necessary to support certain claims of the supplier. The supplier shall be informed beforehand to prepare these documents and shall be checked by the Accreditation Assessment Team during the scheduled audit.
4. Accomplished Vendor Accreditation Questionnaire and required documents must be submitted via email.

1. Corporate Information
  - 1.1. Provide the following information about your Company.

Established as: (please select one from the list)	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Individual	<input type="checkbox"/> Joint Venture
1. Name of Company:		
2. Address of Company:		
3. Telephone Number:		
4. Fax Number:		
5. E-Mail:		
6. Website:		
7. Name of President/ General Manager:		
8. Contact details of Sales Representative/s	Name:	
	Contact No.:	
	Email Address:	
	Name:	
9. Contact details of Technical/ QA Representative/s	Contact No.:	
	Email Address:	
	Name:	
	Contact No.:	
	Email Address:	

**PSMBFI Building**  
 No. 318-320 Santolan Road, cor. 1st and 2nd West Streets  
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 Email: [customercare@psmbfi.com.ph](mailto:customercare@psmbfi.com.ph)

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10. Contact details of Finance Representative/s	Name:	
	Contact No.:	
	Email Address:	
11. Number of employees in total:		
12. Key Officers with relatives working with PSMBFI:		
13. If the company is part of a larger group, give the name and address of head office:		
14. Founding year:		
15. Subsidiaries (if any):		
16. Location of office:		
17. Area of office (in sq. meter):		
18. Location of warehouse/ production sites:		
19. Area of warehouse/ production site/ branch (in sq. meter):		
20. Are you an accredited supplier of other companies similar to PSMBFI:		
21. Do your products include warranty and after-sales services?		

1.2. Do you hold the required certificates/ registrations/ permits to work legally in the Philippines? If yes, please attach copies. If no, describe plans to obtain the required certificates/ registrations/ permits in remarks.

Requirements		Remarks
a. Authority of the Signatory(ies) of the Contractor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Company Profile	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. SEC/ DTI Certificate of Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. BIR Certificate of Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e. Philippine Contractors Accreditation Board (PCAB) License	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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 Email: [customercare@psmbfi.com.ph](mailto:customercare@psmbfi.com.ph)

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1.3. Provide organizational charts that indicate all corporate divisions, companies, and subsidiaries. Place response (description, supporting information, and/or comments) below:

--

1.4. Provide organizational chart of key company personnel including President, Vice President/s and Department Managers. Place response (description, supporting information, and/or comments) below:

--

2. Management System

2.1. Is your company ISO Certified?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Please attach copies of the certificates
--	--

2.2. If the company is not certified, do you have plans to get certified?

<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when is your inspection expected?
--	---

3. Financial and Legal

3.1. Fill out the table below regarding your company's existing credit line/s from reputable bank/s and credible suppliers.

Bank	Amount	Supplier	Amount

3.2. Is there any litigation pending against your company?

<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe and explain actions taken and attach documents.
--	---

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4. Safety

4.1. Do you have a Corporate Environment, Safety and Health (ESH) Policy and Procedure?

<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide copy.
--	------------------------------

4.2. Do you have a full time Safety Officer?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks
--	---------

4.3. Do you provide Personal Protective Equipment (PPEs) to all your employees?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks
--	---------

5. Labor Relations and Risk Management

5.1. Do you hold the required certificates from the Department of Labor and Employment (DOLE)? If yes, please attach copies. If no, describe plans to obtain the required certificates/ registrations/ permits in the remarks. If on process, provide other documents from DOLE for proof of compliance (e.g. Notice of Results).

Requirements		Remarks
a. Certificate of Compliance with Labor Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Certificate on Compliance with Occupational Safety and Health Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. DO 18-A of DO 174 Certification Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. Do you attended DOLE DO 174 Orientation/ Seminar/ Trainings	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

5.2. Do you have Labor Union Groups?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks
--	---------

5.3. Do you have Risk Management Plan?

<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide copy.
--	------------------------------

**6. Business Continuity Strategy**

Please provide evidence for each answer		Yes	No
6.1	In the event of a disaster or significant disruption, does your organization have documented plans to restore and recover disrupted processes?	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Do you have staff assigned to undertake Business Continuity Management with clearly defined roles and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Have you assessed the risks to your operations and taken the necessary actions to protect your business?	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Do you have expected recovery time for your critical business functions?	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Have you identified the activities that are essential for your delivery of your products and/ or services?	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Can you provide information on your exercising program, and evidence of your most recent exercises?	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Do you have a proven and effective IT Continuity Plan? Please provide evidence.	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Have you identified your critical suppliers of goods & services, in order for your Company to provide a service to this Company?	<input type="checkbox"/>	<input type="checkbox"/>

**7. Crisis Communication**

7.1	Do you have a method to communicate with your key staff/ stakeholders during a service disruption, during any given period?	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Do you have a standard procedure on how to notify PSMBFI in case of outage?	<input type="checkbox"/>	<input type="checkbox"/>

**8. Back-up Facilities**

8.1	Are all critical data backed up and readily available offsite?	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Does your organization have an alternate site location for work area	<input type="checkbox"/>	<input type="checkbox"/>

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	recovery purposes?		
8.3	Disaster recovery contact person/s:		

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**PART C: Agreement**

**Notice from PSMBFI**

1. PSMBFI is authorized to collect personal information directly from the vendor through this questionnaire and reserves the right to use the collected information from the questionnaire and supporting documents at the Company's own discretion, with regard to the accreditation process.
2. PSMBFI does not guarantee invitation to bidding or awarding of purchase order after a vendor completes the accreditation process and is awarded a certificate of accreditation.
3. PSMBFI reserves the right to reject any and all submittals at its sole discretion as well as the authority to remove and/or disregard applications from blacklisted suppliers and new applicants that do not meet PSMBFI standards.
4. PSMBFI shall not be responsible for costs and expenses incurred by the supplier during accreditation. Any reimbursements of expenses shall not be entertained.
5. PSMBFI reserves the right to contact all references provided by the supplier to verify authenticity of submittals and claims, visit any supplier's office, warehouses and manufacturing locations, and interview any personnel during the entirety of the accreditation period. Refusal of the supplier to allow PSMBFI to probe supplier activities during accreditation shall put the accreditation on hold or, in a case to case basis, shall lead to the cancellation of the supplier application.
6. Vendor shall comply with its responsibilities under Republic Act No. 10173, otherwise known as the "**Data Privacy Act**," its implementing Rules and Regulations dated 24, August 2016, and other applicable data privacy and protection laws, rules and regulations (collectively, the "**DPA**"). Vendor agrees to execute and sign a Non-Disclosure Agreement (NDA) as deemed necessary by PSMBFI in relation to awarded contracts or projects.

**Supplier Attestation**

I attest that my participation in the PSMBFI Vendor Accreditation process is voluntary and declare that I have the proper authority to disclose the relevant information contained within.

I hereby declare that the information supplied in this application, including all the attachments are true and correct, and the testimonials, certificates, letters of authorization and documents as given by the persons whose name appear on them and submitted with this application are true and genuine.

I understand how the personal information content in this application will be used and I consent to the use, transfer, and disclosure of the information for legitimate business purposes of PSMBFI and in connection with a potential business relationship with my company.

I understand that any misrepresentation of information here and any effort to influence the PSMBFI representative's decision in the evaluation of my application will put me and my company in the PSMBFI list of blacklisted vendors. I recognize that PSMBFI reserves the right to hold legal implications for unlawful activities my company shall be involved in, in connection to the accreditation process.

This is to confirm that the undersigned conforms to the PSMBFI Vendor Accreditation process requirements.

Name:	Signature:
Designation:	Date Signed:

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**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

**Part D: Appendices and Attachments**

**Instruction:** Please follow the prescribed format below and attach additional sheets as necessary.

Appendix A: List of Customers/ Clients for the past five (5) years:

Client Name	Address	Contact Person	Contact Numbers	Email Address	Product & Project Description	Project Scope	Amount
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Appendix B: List of Products

Product	Brand	Principal/ Manufacturer	Country of Origin	Delivery Lead Time
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Appendix C: Certificates of Distributorship/ Agreement:

Brand Name	Indicate if Exclusive or Authorized	Name of Principal Supplier	Validity of Certificate	Country of Origin
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Appendix D: Services

Services Offered	Description
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Appendix E: List of Bank/ Creditor References

Name of Bank/ Creditor	Address	Contact Person	Contact Number
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Appendix F: List of Machineries and Equipment

Manufacturing Tools Equipment	Office Equipment	Delivery & Warehousing Equipment
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**Attachments:** As an attachment to this application form, kindly provide the following documents:

1. Legal Requirements (certified true copies)

For Single Proprietorship	For Corporation or Partnership
<ul style="list-style-type: none"> <li>• Mayor's Permit</li> <li>• Business Name registered with DTI</li> <li>• BIR Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor's Permit</li> </ul>

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**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

	<ul style="list-style-type: none"><li>• Certification of Registration with the Securities and Exchange Commission (SEC)</li><li>• Certified True Copy of the Articles of Incorporation and By-Laws</li><li>• BIR Registration</li></ul>
--	---

2. Service Capability (original documents except for the distributorship certificate/agreement with the principal supplier)

<ul style="list-style-type: none"><li>• Company profile</li><li>• Organizational chart showing all corporate divisions, companies, and subsidiaries</li><li>• Organizational chart of key company personnel (including President, Vice President/s, and Department Managers)</li><li>• Location map and pictures of office, factory, or branches (if any)</li><li>• List of customers/clients for the past five (5) years</li><li>• List of products with product line catalog/fliers/brochures/other materials to showcase field of specialization and services rendered (if applicable)</li><li>• Price list of products offered (if applicable)</li><li>• If dealer or distributor, a certified true copy of the distributorship certificate/agreement with the principal supplier</li><li>• List of services offered and description (if applicable)</li><li>• List of Machineries and Equipment (manufacturing/office/delivery &amp; warehousing)</li></ul>
--

3. Financial Capability (certified true copies)

<ul style="list-style-type: none"><li>• Audited financial statements for the last two (2) years</li><li>• Income Tax Return (ITR) for the last two (2) years duly received by the BIR</li><li>• List of major banks and creditors</li></ul>
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4. Special Requirements for Joint Venture (JV) Partnerships with Foreign Suppliers/Service Providers:

<ul style="list-style-type: none"><li>• All abovementioned requirements for accreditation (Items 1, 2, and 3)</li><li>• A certified true copy of valid Joint Venture Agreement</li></ul>
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*ATTACHMENT 2*

**CERTIFICATE OF ACCREDITATION**

 **PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

awards this

*Certificate of Accreditation*

to

**NAME OF SUPPLIER**

(Address)

for having satisfactorily complied with the eligibilities and accreditation requirements of Public Safety Mutual Benefit Fund, Inc. relative to the goods, services, and infrastructure projects needed by the company.

Given this \_\_\_<sup>th</sup> day of \_\_\_\_\_ 20\_\_ at the PSMBFI Main Office  
318-320 Santolan Road cor. 1<sup>st</sup> & 2<sup>nd</sup> West Sts., West Crame, San Juan City.

This Certificate of Accreditation is valid for two (2) years from the date of issuance.

\_\_\_\_\_  
**Vice President for Corporate Services**



**ATTACHMENT 3**

**REQUISITION FORM**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

ADMINISTRATION DEPARTMENT  
GENERAL SUPPORT SERVICES

Name of Requestor \_\_\_\_\_ Date \_\_\_\_\_  
Position/ Dept. \_\_\_\_\_

Goods  Services  Infrastructure

Item Description	Quantity	Project Schedule (Target Start and End Date) <i>for services and infrastructure requirement</i>	Estimated Cost
Total			

Note: Approved Terms of Reference (TOR) of the item to be procured should be attached to this form.

**Funding**

Account Expense Item \_\_\_\_\_  
Alloted Budget \_\_\_\_\_  
Less this Request \_\_\_\_\_  
Budget Balance \_\_\_\_\_

**Approving Authority** (to be filled out by GSS only)

- Estimated cost is not more than P10,000.00
- Estimated cost is not more than P100,000.00
- Estimated cost is more than 200,000.00
- Estimated cost is more than 500,000.00

Requested by:  
\_\_\_\_\_

Approved by:  
\_\_\_\_\_



**ATTACHMENT 4**

**TERMS OF REFERENCE FORM**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

**TERMS OF REFERENCE (TOR) AND BID FOR SUPPLY, DELIVERY  
OF \_\_\_\_\_**

<b>1. PROJECTS</b>	
<b>2. QUANTITY</b>	
<b>3. LOCATION</b>	PSMBFI Building, 318-320 Santolan Road, cor. 1 <sup>st</sup> & 2 <sup>nd</sup> West St., San Juan City
<b>4. SPECIFICATIONS / SCOPE OF WORK</b>	
<b>5. TERMS OF PAYMENT</b>	<ul style="list-style-type: none"> <li>a. No deposit, full payment seven (7) working days after full delivery;</li> <li>b. Offered price is inclusive of VAT and applicable government taxes; and</li> <li>c. TOR governs in case of conflict between proposal and TOR.</li> </ul>
<b>6. TERMS OF COMPLETION/DELIVERY</b>	Delivery should be made during office hours (8:00a.m. to 5:00p.m., Monday to Friday).
<b>7. CRITERIA FOR ACCEPTANCE</b>	
<b>8. PERFORMANCE BOND</b>	30% of the Contract Price to be furnished by the successful bidder on or before the signing of the contract and to be released upon completion of the contractual obligation.
<b>9. WARRANTY</b>	
<b>10. PENALTY CLAUSE</b>	25% of the Contract Price for non-compliance with the specifications regardless of quantity without prejudice to the right of PSMBFI to cancel the contract.
<b>11. LIQUIDATING DAMAGES</b>	0.25% per day of delay of delivery of the remaining balance without prejudice to the right of PSMBFI to cancel the contract.
<b>12. FREEBIES</b>	

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**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

<b>13. BID PRICE</b>	Total Bid: Php _____
<b>14. BID SECURITY</b>	3% of the actual bid price _____ Form: <input type="checkbox"/> Cash <input type="checkbox"/> Manager's Check <i>(applicable only to projects with estimated contract of not less than P200,000)</i>
<b>15. COMPANY NAME</b>	
<b>16. COMPANY ADDRESS</b>	
<b>17. NAME AND SIGNATURE OF REPRESENTATIVE</b>	
<b>18. DESIGNATION</b>	
<b>19. CONTACT Nos.</b>	
<b>20. EMAIL</b>	
<b>21. INSTRUCTION</b>	Please accomplish this form and submit in a sealed envelope.

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*ATTACHMENT 5*

**PRE-QUALIFICATION REQUIREMENTS**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

**PRE-QUALIFICATION REQUIREMENTS**

The following mandatory documents must be submitted at the pre-qualification closing date; failure to submit any of the mandatory documents shall cause the whole application to be rejected as non-responsive.

**1. FOR ACCREDITED SUPPLIER/ SERVICE PROVIDER (WITH ACTIVE STATUS):**

- Audited Financial Statement (indicating company's net worth and income for previous year)

**2. FOR NON-ACCREDITED SUPPLIER/ SERVICE PROVIDER:**

- Completed Vendor Accreditation Application Form
- Legal Requirements (certified true copies)
  - For Single Proprietorship
    - Mayor's Permit
    - Business Name registered with DTI
    - BIR Registration
  - For Corporation or Partnership
    - Mayor's Permit
    - Certification of Registration with the Securities and Exchange Commission (SEC)
    - Certified True Copy of the Articles of Incorporation and By-Laws
    - BIR Registration
- Service Capability (original documents except for the distributorship certificate/agreement with the principal supplier)
  - Company profile
  - Organizational chart showing all corporate divisions, companies, and subsidiaries
  - Organizational chart of key company personnel (including President, Vice President/s, and Department Managers)
  - Location map and pictures of office, factory, or branches (if any)
  - List of customers/clients for the past five (5) years
  - List of products with product line catalog/fliers/brochures/other materials to showcase field of specialization and services rendered (if applicable)
  - Price list of products offered (if applicable)
  - If dealer or distributor, a certified true copy of the distributorship certificate/agreement with the principal supplier
  - List of services offered and description (if applicable)

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**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

- List of Machineries and Equipment (manufacturing/office/delivery & warehousing)
- Financial Capability (certified true copies)
  - Audited financial statements for the last two (2) years
  - Income Tax Return (ITR) for the last two (2) years duly received by the BIR
  - List of major banks and creditors
- Special Requirements for Joint Venture (JV) Partnerships with Foreign Suppliers/Service Providers
  - All abovementioned requirements for accreditation
  - A certified true copy of valid Joint Venture Agreement

Submission of mentioned requirements does not entail any commitment on the part of PSMBFI, either financial or otherwise.

PSMBFI reserves the right to accept or reject any or all applications for pre-qualification and cancel the pre-qualification process and reject all applications without assigning any reason.

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*ATTACHMENT 6*

**INVITATION TO BID**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

(Date)

**INVITATION TO BID**

1. The Public Safety Mutual Benefit Fund, Inc. through its Bids and Awards Committee (BAC1) invites supplier to apply for eligibility and to bid for the following:

Name of Requirement/ Description	Delivery Period/ Contract Duration

2. Interested bidders may obtain further information from the Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders from the address below, free of charge. It may also be downloaded free of charge from the website of the PSMBFI ([www.psmbfi.com.ph](http://www.psmbfi.com.ph)).

Bid must be duly received by the BAC Secretariat at the address stated below on or before <deadline of submission date>.

3. Be reminded that any supplier/service provider/contractor intending to participate in bidding activities and do business with the company must first secure accreditation certification by complying with particular requirements and undergoing the Vendor Accreditation Process
4. The PSMBFI reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
5. The tentative pre-bid conference is scheduled on <insert date>.

6. For more information, please refer to:

PSMBFI BAC Secretariat  
 318-320 PSMBFI Bldg. Santolan Road cor 1<sup>st</sup> & 2<sup>nd</sup> West Sts.  
 Brgy. West Crame San Juan City, Metro Manila  
 Telephone/ Cellphone No.:  
 Email Address:  
[www.psmbfi.com.ph](http://www.psmbfi.com.ph)

\_\_\_\_\_  
 Chairman, BAC

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*ATTACHMENT 7*

**LIST OF BIDDING DOCUMENTS**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

**LIST OF BIDDING DOCUMENTS**

- Terms of Reference
- Procurement Timeline
- Vendor Accreditation Application Form, with list of requirements and instructions (for interested proponents who are NOT YET accredited by PSMBFI)
- Pre-qualification Requirements

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**ATTACHMENT 8**

**PROCUREMENT TIMELINE**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

**Procurement Timeline**

Procurement Phase	Procurement Activities	Calendar Days	Maximum Operational Timeline		Condition/Remarks
			w/ POC	w/o POC	
Pre-Bid Phase	1. Pre-Procurement Conference	Within 7 cd from receipt of the RF	Day 1-7	Day 1-7	For procurement costs P200,000.00
	2. Prepare, Post and Disseminate Invitation to Bid	Not later than 7 cd after the conduct of Pre-Procurement Conference	Day 8-14	Day 8-14	
	2.a Invitation to Bid Posting Duration	15 cd	Day 15-29	Day 15-29	
	2.b Deadline for Letter of Intent & Requirements	1 cd	Day 30	Day 30	
	3. Pre-Qualification of Bidders	Within 7cd days form the deadline of submission of documents by the proponent	Day 31-37	Day 31-37	
	4. Pre-Bid Conference	Within 7cd days from completion of the pre-qualification of bidders and proceeds to notify pre-qualified bidders of said schedule	Day 38-44	Day 38-44	
	4.a Evaluation Matrix	Same day as the Pre-bid Conference			
	5. Presentation of Proof of Concept (POC)	Within 30cd days after Pre-Bid Conference	Day 44-74		
Bidding Phase	6. Receipt and Opening of Bids	Within 10 cd after the pre-bid conference or presentation of POC	Day 74-84	Day 45-54	Opening of bids must be undertaken right after all bids are received from participating bidders during the same session.

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	7. Bids Evaluation				
	7. a Goods/ Infrastructure Projects	Same day as bid opening			
	7. b Services	Within 10 cd from opening of bids	Day 85-94	Day 55-64	
Post-Bid Phase	8. Post-Qualification	Within 7 cd after the BAC notifies said bidder of bid status	Day 95- 101	Day 65-71	
	9. Endorsement of Recommended Proponent	Within 15 cd	Day 102- 116	Day 72-86	
	10. Awarding of Contract	Not later than 5 cd from date of approval	Day 117- 121	Day 87-91	
	11. Issuance of Notice to Proceed	Not later than 7cd after the signing and approval of contract	Day 122- 128	Day 92-98	
<b>Total days</b>			<b>118/ 128*</b>	<b>88/ 98*</b>	

\*Note: Additional 10 days of Bid Evaluation for procurement of services.

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*ATTACHMENT 9*

**NOTICE OF AWARD**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

Date

**NOTICE OF AWARD (NOA)**

Name of Supplier/ Service Provider  
Designation  
Company Name  
Address

Dear Mr: \_\_\_\_\_,

We are pleased to notify you that your price quotation for the procurement/ supply and delivery of \_\_\_\_\_ amounting to P\_\_\_\_\_ inclusive of all appropriate taxes and fees, has been accepted by the Bids and Awards Committee of the PSMBFI pursuant to the \_\_\_\_\_.

In view thereof, you are required to formally enter into a contract with PSMBFI within ten (10) calendar days from the receipt of this NOA. Failure to do so shall constitute sufficient ground for the cancellation of this award.

Should you agree with the award, please sign at the space below signifying your concurrence. Please return the signed NOA to the BAC Secretariat soonest.

Thank you.

Sincerely,

\_\_\_\_\_  
Chairman, BAC

Conforme:  
Name and Signature of Supplier  
Date

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*ATTACHMENT 10*

**NOTICE TO PROCEED**



**PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.**

Date

**NOTICE TO PROCEED**

Name of Supplier/ Service Provider  
Designation  
Company Name  
Address

Dear Mr: \_\_\_\_\_,

This pertains to our award of contract to your company for the procurement/ supply and delivery of \_\_\_\_\_ amounting to P\_\_\_\_\_ inclusive of all appropriate taxes and fees, has been accepted by the Bids and Awards Committee of the PSMBFI pursuant to the \_\_\_\_\_.

In relation thereto, notice is hereby given to your company that the implementation of said project shall commence immediately. You are expected to perform the terms and conditions stipulated in the contract.

Kindly acknowledge receipt and acceptance of this notice by signing at the portion provided below. Please return the signed copy of this document to the BAC Secretariat soonest.

Thank you.

Sincerely,

\_\_\_\_\_  
Chairman, BAC

Conforme:  
Name and Signature of Supplier  
Date

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**PSMBFI Building**  
No. 318-320 Santolan Road, cor. 1st and 2nd West Streets  
San Juan, Metro Manila  
Tel. No. 726-1675; 726-8070 Telefax No. 726-7250  
Email: [customercare@psmbfi.com.ph](mailto:customercare@psmbfi.com.ph)

[www.psbmfi.com.ph](http://www.psbmfi.com.ph)