

PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Resolution No. 2025 – 90

APPROVAL OF THE AMENDMENTS TO THE PROCUREMENT POLICY OF PSMBFI

Whereas, Board Resolution No. 2010 – 125 approved the PSMBFI Procurement/ Services Outsourcing System;

Whereas, Board Resolution No. 2021-11, as well as Board Resolution Nos. 2022-03 and 2023-89, approved amendments to the Procurement Policy to ensure that all procurement activities of PSMBFI are guided by the principles of transparency, efficiency, and accountability;

Whereas, further discussions were conducted to amend the present Procurement Policy to ensure its continued effectiveness by streamlining processes to be more economical and time-efficient, without compromising accountability and integrity;

Whereas, during the Governance Committee meeting on September 23, 2025, Management proposed revisions to the Procurement Policy, benchmarking against R.A. 9184, R.A. 12009, and prevailing private sector practices;

Whereas, Management also presented clarifications on the respective roles of the procurement committees to ensure consistency and accountability as follows:

Method of Procurement	Threshold	Approval of Request	Documents Required	Evaluator and Recommending for Approval of Purchase	Head of Procuring Entity (HoPE)
Competitive Bidding (Default)	Php1,000,000 and above	Coordinator → Supervisor → Department Manager → concerned Vice President → President	<ul style="list-style-type: none"> Approved TOR Board Resolution Fund Source: CAPEX / OPEX Approved Request Form 	BAC 1	<ul style="list-style-type: none"> HoPE: President For info: Board of Trustees
Small Value Procurement	Below Php 1,000,000	Coordinator → Supervisor → Department Manager → concerned Vice President	<ul style="list-style-type: none"> Scope of Work/ Technical Specification Fund Source (CAPEX/ OPEX) Approved Request Form 	BAC 2	President
Limited Source Bidding/ Selective Bidding	No definite amount	Coordinator → Supervisor → Department Manager → concerned Vice President	<p>For BAC1:</p> <ul style="list-style-type: none"> Approved TOR Board Resolution Fund source: CAPEX / OPEX Approved Request Form <p>For BAC2:</p> <ul style="list-style-type: none"> Scope of Work/ Technical Specification Fund Source: (CAPEX/OPEX) Approved Request Form 	<p>BAC 1</p> <p>BAC 2</p>	<ul style="list-style-type: none"> President Board of Trustees (for info) President



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Method of Procurement	Threshold	Approval of Request	Documents Required	Evaluator and Recommending for Approval of Purchase	Head of Procuring Entity (HoPE)
Repeat Order	Not exceed 50 percent (50%) of the quantity of item of the original contract	Coordinator → Supervisor → Department Manager → concerned Vice President	For BAC1: <ul style="list-style-type: none"> TOR Board Resolution of the previous project Fund Source: (CAPEX / OPEX) Approved Request Form Signed Purchase Order for the previous project For BAC2: <ul style="list-style-type: none"> Scope of Work/ Technical Specification Fund Source: (CAPEX / OPEX) Approved Request Form Signed Purchase Order for the previous project 	BAC1 BAC 2	<ul style="list-style-type: none"> President Board of Trustees (for info) President
Negotiated Procurement	No definite amount	Coordinator → Supervisor → Department Manager → concerned Vice President	BAC 1: <ul style="list-style-type: none"> TOR Board Resolution Fund Source: (CAPEX / OPEX) Justification from the concerned project owner BAC2: <ul style="list-style-type: none"> Scope of Work Fund Source: (CAPEX / OPEX) Justification from the concerned project owner 	BAC1 BAC 2	<ul style="list-style-type: none"> President Board of Trustees (for info) President Board of Trustees

Method of Procurement	Threshold	Approval of Request	Documents Required	Evaluator and Recommending for Approval of Purchase	Head of Procuring Entity (HoPE)
Direct Contracting/ Single Source Procurement	No definite amount	Coordinator → Supervisor → Department Manager → concerned Vice President	BAC 1: <ul style="list-style-type: none"> TOR Board Resolution Fund Source: (CAPEX / OPEX) Justification from the concerned project owner Approved Request Form BAC2: <ul style="list-style-type: none"> Scope of Work Fund Source: (CAPEX / OPEX) Justification from the concerned project owner Approved Request Form 	BAC 1 BAC 2	<ul style="list-style-type: none"> Board of Trustees President
Emergency Purchase	Below Php 500,000.00	Coordinator → Supervisor → Department Manager → concerned Vice President	<ul style="list-style-type: none"> Fund Source: (CAPEX / OPEX) Approved Request Form 	BAC 2	Admin Manager
	Below Php 200,000.00	Coordinator → Supervisor → Department Manager → concerned Vice President	<ul style="list-style-type: none"> Fund Source: (CAPEX / OPEX) Approved Request Form 	BAC 2	Vice President for Corporate Services
	Below Php 30,000.00	Coordinator → Supervisor → Department Manager → concerned Vice President	<ul style="list-style-type: none"> Fund Source: (CAPEX / OPEX) Approved Request Form 	BAC 2	President
Shopping Process	Below Php 30,000.00	Coordinator → Supervisor → Department Manager → concerned Vice President	<ul style="list-style-type: none"> Fund Source: (CAPEX / OPEX) Approved Request Form 	BAC 2	VP for Corporate Services

Whereas, the proposed amendment to the Procurement Policy aims to improve efficiency, accountability, and alignment with good governance principles as follows;

Provision / Item	PSMBFI Procurement Policy	Proposed Revisions
SECTION VIII. A. 1-2	<p>1. Minor procurements – refer to purchase of items, regardless of type, that amount no more than ₱500,000.00. Excluding approved emergency purchases, minor procurements fall within the processing and recommendatory limits of the BAC 2, and the approval authority of the President.</p> <p>2. Major procurements – refer to procurement of items, regardless of type, that exceed ₱500,000.00 in total cost. Such procurements fall within the processing and recommendatory limits of the BAC 1, and the approval authority of the President followed by BOT.</p>	<p>1. Minor procurements – refer to purchase of items, regardless of type, that amount no more than ₱1,000,000.00. Excluding approved emergency purchases, minor procurements fall within the processing and recommendatory limits of the BAC 2, and the approval authority of the President.</p> <p>2. Major procurements – refer to procurement of items, regardless of type, that exceed ₱1,000,000.00 in total cost. Such procurements fall within the processing and recommendatory limits of the BAC 1, and the approval authority of the President followed by BOT.</p>

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APPROVAL OF THE AMENDMENTS TO THE PROCUREMENT POLICY OF PSMBFI

Provision / Item	PSMBFI Procurement Policy	Proposed Revisions
SECTION VIII. C.2.C	<p>Repeat Order – a method of procurement that involves a direct purchase of goods from the previous winning bidder or any previously accredited vendor, whenever there is a need to replenish goods, or when supply reaches the re-ordering point, procured under a contract previously awarded either through competitive bidding, subject to post-qualification process or minor procurement classification. This may be resorted to provided that ALL of the following conditions are present:</p> <ol style="list-style-type: none"> 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; 4) The repeat order shall not exceed 50 percent (50%) of the quantity of item of the original contract. 	<p>Repeat Order – a method of procurement that involves a direct purchase of goods from the previous winning bidder or any previously accredited vendor, whenever there is a need to replenish goods, or when supply reaches the re-ordering point, procured under a contract previously awarded either through competitive bidding, subject to post-qualification process or minor procurement classification. This may be resorted to provided that ALL of the following conditions are present:</p> <ol style="list-style-type: none"> 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 Purchased Order. 4) The repeat order shall not exceed 50 percent (50%) of the quantity of item of the original contract.

Provision / Item	PSMBFI Procurement Policy	Proposed Revisions
SECTION VIII. C.2.E	<p>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 ₱200,000.00. This method shall not be required to undergo the bac2 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.</p>	<p>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.</p> <p>The request form should be signed and endorsed by the Department Head of the requesting department/office and should be recommended and request approved by the concerned VP. The form shall be submitted to the procurement team and shall determine whether the request qualifies for an emergency procurement and endorse to the concerned level of approving authority.</p> <p>The funding for such procurement may be 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 ₱500,000.00. This method shall not be required to undergo the minor procurement 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.</p>

Provision / Item	PSMBFI Procurement Policy	Proposed Revisions
SECTION VIII. C.2.F	<p>Shopping Process – 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 ₱30,000.00. This method shall not be required to undergo the BAC2 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 fund specifically for shopping, 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.</p>	<p>Shopping Process – refers to procurement of ordinary or regular office supplies, personal equipment, and approved CAPEX items or other items as a result of a contingency requiring immediate purchase, involving a total amount not exceeding ₱50,000.00 per requisition form, regardless of whether the request covers multiple items or categories, to ensure compliance with the prohibition against splitting of contracts. This method shall not be required to undergo the Small Value Procurement process and should have an approved budget for the purchase. Requests should be recommended by the concerned Department Head and request approved by the concerned VP before being forwarded to the Procurement Team; the procurement team shall then determine if the request qualifies under the Shopping Process method. Approval of purchase or processing of purchase shall follow the levels of approving authority.</p>

PSMBFI Building

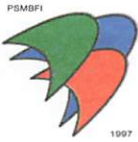
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Provision / Item	PSMBFI Procurement Policy	Proposed Revisions
SECTION VIII. C.1.B	<p>SECTION VIII. C.1.b</p> <p>b. Informal bidding – a procurement method whereby purchases will be made by the purchasing department by simply using the master list of accredited vendors, simply by conducting canvassing and requests either with an accredited vendor with open PO account or by to one without.</p> <p>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 P500,000.00 subject to the following conditions:</p> <ol style="list-style-type: none"> 1) The procurement does not result in splitting of contracts; and 2) At least three (2-3) price quotations from the active accredited suppliers shall be obtained as attachments if necessary. 	<p>SECTION VIII. C.2.g</p> <p>b. Small Value Procurement – a procurement method whereby purchases shall be facilitated by the Administration Department, which also serves as the BAC Secretariat, through canvassing and requests from accredited vendors. Requests may be made either to an accredited vendor with an open PO account or to one without.</p> <p>This applies to the procurement of readily available off-the-shelf goods or ordinary/regular office supplies and equipment from accredited suppliers of known qualifications, involving an amount above P50,000.00 (based on the requisition form) but not exceeding P1,000,000, subject to the following conditions:</p> <ol style="list-style-type: none"> 1) The P50,000.00 threshold shall be based on the total amount indicated in the requisition form, regardless of whether the request covers multiple items or categories, to ensure compliance with the prohibition against splitting of contracts. 2) The procurement shall not result in the splitting of contracts; and 3) At least two (2) to three (3) price quotations from active accredited suppliers shall be obtained and attached, if necessary.

Provision / Item	PSMBFI Procurement Policy	Proposed Revision
APPENDIX B (II.A.4)	<p>APPENDIX B (II.A.4)</p> <p>II. Bids and Awards Committee 2 (BAC 2)</p> <p>A. Composition and Term of Office</p> <p>I. BAC 2 consists of five (5) members and is assisted by a secretary:</p> <p>Chairman : Vice President for Operations</p> <p>Vice Chairman : Appointed member of manager level</p> <p>Members : Manager, Administration Department</p> <p>Two (2) appointed members of manager level</p> <p>Secretary : Supervisor, GSS</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>APPENDIX B (II.A.4)</p> <p>II. Bids and Awards Committee 2 (BAC 2)</p> <p>A. Composition and Term of Office</p> <p>1. BAC 2 consists of three (3) members and is assisted by a secretary:</p> <p>Chairman : Vice President for Operations</p> <p>Vice Chairman : Appointed member of manager level</p> <p>Member : Manager, Administration Department</p> <p>Two (2) appointed members of manager level</p> <p>Secretary : Supervisor, GSS</p> <p>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.</p> <p>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.</p> <p>4. Any modification to the membership of BAC 2 must be:</p> <ul style="list-style-type: none"> - Endorsed by its current members - Approved by the BAC 2 Chairman - Finally approved by the President <p>This shall include recommendations for the appointment of temporary members, which shall be undertaken at two-year intervals.</p>

Provision / Item	PSMBFI Procurement Policy	Proposed Revisions
XI Implementing Guidelines	<p>A. PRE-BID Phase</p> <p>1. Requisition</p> <p>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.</p> <p>b. Additional supporting documents shall be required depending on the circumstances surrounding the request.</p> <ol style="list-style-type: none"> 1) For programmed/budgeted items – Requisitioner to submit RF and TOR 2) For unprogrammed/unbudgeted items – Requisitioner to submit RF and: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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) 	<p>A. PRE-BID Phase</p> <p>1. Requisition</p> <p>a. All requisitioning departments, offices, or employees shall formalize their requests for procurement of goods, services, or infrastructure projects using the prescribed Request Form (RF) (Attachment 3) with the corresponding Terms of Reference (TOR) (Attachment 4). The RF must be signed by the Coordinator as "Prepared by," then reviewed by the Supervisor, recommended by the Department or Office Head, and finally endorsed by the concerned Vice President prior to submission to the BAC Secretariat. The BAC evaluates the request and determines the appropriate method of procurement to be applied. The chosen method, along with the corresponding level of approval, shall then be endorsed for approval by the concerned Vice President.</p> <p>b. The basis for procurement shall be clearly established, primarily through Management or BOT-approved budgets (e.g., CAPEX or OPEX). Supporting documents will vary depending on the nature of the request:</p> <ol style="list-style-type: none"> 1) For programmed/budgeted items – the Requisitioner shall submit the approved RF and TOR, referencing the approved CAPEX/OPEX budget line item. 2) For unprogrammed/unbudgeted items – the Requisitioner shall submit the RF together with: <ul style="list-style-type: none"> - Management or BOT-approved memo/board resolution (based on approval authority) authorizing the procurement and budget allocation; and - Management/BOT-approved TOR (based on approval authority). 3) For procurement requiring budget realignment – the Requisitioner shall submit the RF together with: <ul style="list-style-type: none"> - Management/BOT-approved memo/board resolution (based on approval authority) authorizing the budget realignment and total allocation; and - Management/BOT-approved TOR (based on approval authority). <p>Please refer to the levels of authority provided under Section VIII, A(1-2). Submission must be complete and in 100% compliance with the above requirements.</p> <p>c. Only upon compliance with the above requirements may the BAC Secretariat accept the RF and commence with the procurement process under the applicable method of procurement as prescribed in the Procurement Policy.</p>

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4. Performance Bond

a. Prior to 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. Performance bond will be applied except for the following:

- Consumable items for inventory
- IT Equipment & Office furniture & fixtures
- Corporate/Marketing giveaways

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

- Company Vehicles
- Company Uniform
- CSR items recommended by the CSR Committee

Performance Bond will be set at 15% of contract price.
Retention Bond will be set at 10% of contract price.

TERMS OF REFERENCE (TOR) AND BID FOR SUPPLY, DELIVERY OF _____

1. PROJECTS	
2. QUANTITY	
3. LOCATION	PSMBFI Building, 318-320 Santolan Road, cor. 1 st & 2 nd West St. San Juan City
4. SPECIFICATIONS / SCOPE OF WORK	
5. TERMS OF PAYMENT	a. No deposit, full payment seven (7) working days after full delivery. b. Offered price is inclusive of VAT and applicable government taxes, and c. TOR governs in case of conflict between proposal and TOR.
6. TERMS OF COMPLETION/DELIVERY	Delivery should be made during office hours (8:00a.m. to 5:00p.m. Monday to Friday).
7. CRITERIA FOR ACCEPTANCE	
8. PERFORMANCE BOND	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.
9. WARRANTY	
10. PENALTY CLAUSE	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.
11. LIQUIDATING DAMAGES	0.25% per day of delay of delivery of the remaining balance without prejudice to the right of PSMBFI to cancel the contract.
12. FREEBIES	

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Provision / Item	PSMBFI Procurement Policy	Proposed Revision
XI IMPLEMENTING GUIDELINES-C.4.a	4. Performance Bond	
	<p>a. Prior to 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. Performance bond will be applied except for the following:</p> <ul style="list-style-type: none"> • Consumable items for inventory • IT Equipment & Office furniture & fixtures • Corporate/Marketing giveaways • Company Vehicles • Company Uniform • CSR items recommended by the CSR Committee <p>Performance Bond will be set at 15% of contract price. Retention Bond will be set at 10% of contract price.</p>	<p>a. Prior to 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. Performance bond will be applied except for the following:</p> <ul style="list-style-type: none"> • Consumable items for inventory • IT Equipment & Office furniture & fixtures • Corporate/Marketing giveaways • Company Vehicles • Company Uniform • CSR items recommended by the CSR Committee <p>Performance Bond will be set at 15% of contract price for projects below ₱20 million, and thirty percent (30%) of the contract price for projects amounting to above ₱20 million. Retention Bond will be set at 10% of contract price.</p>

PSMBFI Building

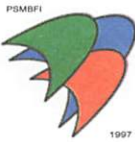
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NOTICE OF AWARD



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.

Thank you.

Sincerely,

Chairman, BAC

Contractor
Name and Signature of Supplier
Date



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.

Thank you.

Sincerely,

Chairman, BAC

Contractor
Name and Signature of Supplier
Date

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Resolution No. 2025 – 90

APPROVAL OF THE AMENDMENTS TO THE PROCUREMENT POLICY OF PSMBFI

Provision / Item	PSMBFI Procurement Policy	Proposed Revision
APPENDIX B (I.A.4)	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.	4. Any change in the composition of BAC 1 shall require the approval of the Board of Trustees (BOT), including recommendations for appointment, in the case of temporary members, which shall generally transpire at two-year intervals. However, if there are no changes to the permanent positions (Chairman, Vice Chairman, Admin Manager, BAC Secretariat) and only the appointed manager-level member are being replaced or reappointed, such changes shall only require the President's approval.

Provision / Item	PSMBFI Procurement Policy	Proposed Revision
SECTION XI. C. 3	<p>SECTION XI. C. 3</p> <p>3. Awarding of Contract</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>3. Awarding of Contract</p> <p>a. The BAC shall endorse its recommended proponent for approval of the President within fifteen (15) calendar days, and for approval of the Board of Trustees not later than the nearest upcoming Board meeting.</p> <p>b. Once approved, the Notice of Award (Attachment 9) shall be signed by the President, being the Head of the Procuring Entity, and shall be issued immediately to the winning bidder, not later than five (5) calendar days from the date of approval. The Notice of Award should reiterate the turn-around time for the bidder to engage in a contract with PSMBFI.</p> <p>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.</p> <p>d. Following the issuance of the Notice of Award, the details of the awarded contract (e.g., winning bidder, contract amount, and description of goods/services) shall be posted on the PSMBFI's official website. The posting should be done immediately after awarding to ensure transparency and public access to procurement results.</p>

Provision / Item	PSMBFI Procurement Policy	Proposed Revision
XI. IMPLEMENTING GUIDELINES-C.5	<p>XI. IMPLEMENTING GUIDELINES-C.5</p> <p>5. Notice to Proceed</p> <p>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.</p>	<p>XI. IMPLEMENTING GUIDELINES-C.5</p> <p>5. Notice to Proceed</p> <p>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 the contract. The Notice to Proceed shall be recommended by the BAC 1 Chairman and shall be approved and signed by the President.</p> <p>After the issuance of the Notice to Proceed and Purchased Order to the winning bidder, the Administration Department, being the BAC Secretariat, shall turn over the project to the Project Owner for implementation or for any subsequent post-award activities after providing a qualified bidder.</p> <p>The responsibility of the Administration Department shall conclude upon the formal turnover of the project to the Project Owner. Thereafter, all subsequent post-award activities—including project implementation and management, payment processing, contract administration and monitoring, warranty and defects liability, and final acceptance and contract close-out—shall be under the full responsibility of the Project Owner.</p>

Provision / Item	PSMBFI Procurement Policy	Proposed Revision
XI. Implementing Guidelines.A.2	<p>2. Pre-Procurement Conference</p> <p>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.</p> <p>b. It shall serve as the venue to discuss all aspects of every procurement with a cost exceeding P500,000.00 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.</p> <p>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:</p> <ol style="list-style-type: none"> 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 3), including special instructions for supplemental requirements; and 5) Information about the contract/project, including bid security, performance bond, post-qualification, warranties, etc. <p>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.</p> <p>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).</p>	<p>~Recommended discontinuing this step in the bidding procedure. This amendment shall likewise supersede, repeal, or modify all other provisions of the policy that are inconsistent herewith.</p>

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Provision / Item	PSMBFI Procurement Policy	Proposed Revision
XI. Implementing Guidelines B. 4. D (Evaluation Matrix)	<p>Bid Evaluation for the Procurement of Services</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<i>-Recommended discontinuing this step in the bidding procedure. This amendment shall likewise supersede, repeal, or modify all other provisions of the policy that are inconsistent herewith</i>

Provision / Item	PSMBFI Procurement Policy	Proposed Revision
Section XI.B.4.b	<p>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</p>	<p>b. Ceiling for Bid Prices-The Approved Budget for the Contract (ABC) shall serve as the ceiling for bid prices and must be declared to prospective bidders prior to the bidding proper. Any bid submitted that exceeds the ABC shall be automatically disqualified and will not be considered for evaluation.</p> <p>To minimize failed bidding due to offers exceeding the ABC, the Project Owner is required to conduct thorough market research and cost estimation to ensure that the ABC is realistic and reflective of prevailing market prices. The results of this market research shall be submitted to the BAC Secretariat together with the other bidding requirements for proper documentation and reference. This study will also serve as a supporting reference in the proposed TOR.</p>
V. Definition of Terms	<i>-No provision on the current policy.</i>	39. HoPE: Refers to the highest-ranking official or executive who has the authority to approve procurement activities, sign contracts, and ensure compliance with procurement policies depending on the procurement method used.

Provision / Item	PSMBFI Procurement Policy	Proposed Revision
XI. IMPLEMENTING GUIDELINES.B.3. C-E	<p>c. Bid security shall be applicable to projects/contracts with estimated cost of not less than P500,000. The imposition of the bid security shall be indicated in the TOR corresponding to the procurement which shall be fixed at:</p> <p>FOR GOODS AND SERVICES</p> <ul style="list-style-type: none"> Minimum of P10,000 for procurement worth 1M and below; 1% of the total bid price for projects more than P1M <p>FOR INFRASTRUCTURE PROJECTS</p> <ul style="list-style-type: none"> Minimum of P10,000 for procurement worth 1M and below; .5% of the total bid price for projects more than P1M (applicable only for local-based contractors) 1% of the total bid price for projects more than P1M (applicable only for NCR-based contractors) <p>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.</p> <p>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.</p>	<p>c. Bid security shall be applicable to projects/contracts with an estimated cost of not less than P1,000,000. The imposition of the bid security shall be indicated in the TOR corresponding to the procurement and shall be fixed at:</p> <p>FOR GOODS AND SERVICES</p> <ul style="list-style-type: none"> Minimum of P1,000 for procurement worth P1M and below; 0.1% of the total bid price for projects worth more than P1M; Payable in cash only and non-refundable. <p>FOR INFRASTRUCTURE PROJECTS</p> <ul style="list-style-type: none"> Minimum of P1,000 for procurement worth P1M and below; 0.1% of the total bid price for projects worth more than P1M; Payable in cash only and non-refundable. <p>d. The bid security shall be in the form of cash and endorsed to the BAC along with a proponent's submitted bid.</p> <p>e. Since the bid security is non-refundable, it shall be retained by PSMBFI and treated as part of the cost of the bidding process. Proceeds may be used to cover:</p> <ul style="list-style-type: none"> Representation expenses during BAC activities (e.g., meals for BAC Committee and proponents during BAC meetings); Honoraria and other allowable benefits for members of the BAC, Technical Working Group, and BAC Secretariat; Administrative expenses directly related to the conduct of procurement activities (e.g., supplies, documentation, and logistics support)

Whereas, Management through the Governance Committee, recommended the following amendments to the Procurement Policy to improve efficiency and align authority levels:

- To increase BAC2's threshold from Php500,000.00 to Php1,000,000.00, with BAC1 handling amounts above Php1,000,000.00, including the corresponding adjustments to the approving authorities and voucher signatories;
- To increase the Emergency Procurement threshold from Php200,000.00 to Php500,000.00 and authorize the President to approve emergency purchases within this limit;

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3. Increase of Shopping Process Threshold from Php30,000 to Php100,000 and Extension of Scope to Approved CAPEX within the threshold;
4. Update the composition and implementing guidelines of BAC1 and BAC2 to reflect streamlined membership and clearer roles for both committees.
5. Adjustment on the Performance Bond requirement to 15% of the contract price as standard, and 30% for projects amounting to Php20 Million and above;
6. Renaming of the term "Informal Bidding" to "Small Value Procurement";
7. Modification on Repeat Order Guidelines;
8. Amendment to ceiling for bid price provision;
9. Additional step Awarding of Contract; and
10. Supplementary Section on Policy Review and Amendment.

Whereas, the recommendation was approved by the Governance Committee and was further endorsed by the Executive Committee for approval by the Board;

Whereas, during the Regular Board Meeting on October 2, 2025, the Board approved the recommendation;

Now, therefore, be it resolved, as it is hereby resolved, that the Board approves the foregoing amendments to the Procurement Policy of PSMBFI to ensure efficiency, accountability, and alignment with governance best practices;

Be it resolved finally, that copies of this resolution be furnished to the Chairman and the Vice Chairman of the Board of Trustees, the President, the Vice President, and the PSMBFI Management for reference and information.

Done in San Juan City, Philippines, this 2nd day of October 2025.

PLTGEN ROBERT T RODRIGUEZ (RET)
Chairman

PMGEN MARIO A REYES (RET)
Vice Chairman

PLTGEN MICHAEL JOHN F DUBRIA (RET)
President

PMGEN NEIL B ALINSAÑGAN
Corporate Treasurer

PEMS BOY CLARITO BLANCA
Assistant Treasurer

PLTGEN FERDINAND O DIVINA (RET)
Trustee

PLTGEN BENJAMIN D SANTOS JR (RET)
Trustee

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PCOL DONNA N VILLAREAL
Trustee


PMGEN BARTOLOME R BUSTAMANTE (RET)
Trustee


PLTGEN EDGAR ALANO OKUBO
Trustee


PBGEN JONAS T AMPARO
Trustee


PBGEN ROQUE EDUARDO DP VEGA (RET)
Trustee


PMGEN CONSTANCIO T CHINAYOG JR
Trustee

Attested by:


PLTCOL JOSE LEO M ANGELES
Corporate Secretary


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