



REPUBLIC OF THE PHILIPPINES

NATIONAL PRINTING OFFICE

EDSA Corner NIA North Road, Diliman, Quezon City | yeswecanpo.nic@gmail.com | facebook.com/OfficialNPO

NATIONAL PRINTING OFFICE BIDS AND AWARDS COMMITTEE

INTERNAL RULES IN THE CONDUCT OF ONLINE BAC ACTIVITIES

In compliance with the guidelines set by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases, during the period of Community Quarantine, and pursuant to the provisions of Government Procurement Policy Board (GPPB) Resolution No 9-2020, particularly Item No. 3 thereof enjoining all Procurement Entities (PE) to “establish their respective internal rules to ensure the security, integrity, and authenticity of the documents electronically submitted and the use of digital or electronic signature”, the following procedures shall be adhered to in the conduct of Online Competitive Bidding (OCB);

I. Glossary of Definitions, Acronyms and Abbreviation

BAC – Bids and Awards Committee

EPA – Electronic Procurement Activities

GPPB – Government Procurement Policy Board

IATF – Inter-Agency Task Force

ITU – Information Technology Unit

NPO – National Printing Office

OBSERVERS – invited to attend all stages of the procurement process, from the Pre-Bid Conference, Opening of Bids and Post Qualification Evaluation to maintain and/or enhance transparency and integrity during the above-mentioned proceedings. of the BAC.

PB – Prospective Bidder/s

SPA – Special Power of Attorney

TWG – Technical Working Group

II. Scope of the Internal Rules

a. BAC Conferences

i. Pre-Procurement

ii. Pre-Bidding

iii. Opening of Bids

7

One NPO, Our NPO, Yes we canNPO!!!

Office of the Director (02) 925-2187 / 925-2189 (Telefax) • Administrative Division (02) 925-2182 • Production Planning and Control Division (02) 925-2186 (Telefax)
Information Management Division (02) 925-2180 / 925-2187 (Telefax) • Official Gazette Publication (02) 928-6257

- iii. Opening of Bids
 - iv. Post-Qualification
- b. Other BAC Activities
 - i. Special/Executive Meetings
 - ii. BAC Updates and/or Status Meetings
 - iii. Other procurement activities/discussions deemed necessary and can be conducted virtually

III. PRE-PROCUREMENT

- a. Pre-procurement Conference shall be conducted online, thru ZOOM Application or any other application thru virtual means. The link of which shall be provided by the BAC Secretariat on the day of scheduled activity.
- b. The Bids and Awards Committee (BAC), Technical Working Group (TWG), End-user and BAC Secretariat, as required to be present, shall be on virtual/online session.
- c. Checking of attendance shall be coursed thru the Chat Box and/or thru affixing their digital/e-signatures on the attendance form which will be carried out by the BAC Secretariat. Photos shall be taken by the Secretariat at the start and end of every meeting as proof of attendance in the meeting/conference. As such, all participants are required to turn on the video camera of the laptop, tablet or mobile device in use for the herein undertaking, to be properly acknowledged.
- d. Conference proceedings shall be recorded. All video conferences shall be recorded and stored by the Secretariat.
- e. All queries shall be entertained as long as it is related to the procurement activity that is currently being discussed to avoid confusion.
- f. Any revisions/amendments made in the Bid Documents and Checklist for the procurement project shall be carried out by the BAC Secretariat prior to posting.
- g. Presentation of documents thru screen sharing on the video conferencing app shall be the duty of the Secretariat.

IV. POSTING

- a. Consistent with the policies on transparency, the BAC through its Secretariat shall utilize the PHILGEPS Website, the NPO Website and the BAC Bulletin Board situated in a conspicuous place inside the NPO Building in the posting of Bid Notices for both Public Bidding and Small Value Procurement (SVP), Supplemental/Bid Bulletins and all related information.
- b. Participating Bidders who opt to attend the BAC activities online are required to submit to the BAC Secretariat, the name, designation and contact details (mobile no. and email account) of the authorized representative of their company, preferably one who has been duly designated or appointed by way of a notarized Secretary's Certificate, Special Power of Attorney (SPA) or Board/Partnership

Resolution, whichever is applicable, from the day of posting of Bid Notice until at least two (2) days before the indicated date of every scheduled Pre-Bid and Opening of Bids. Hence, only one account or authorized representative from the participating bidder shall be granted access in the video conferencing proceedings to easily monitor and facilitate the conduct of the activity. **(to be incorporated in the Bidding Documents for info of interested participant)**

- c. The Information Technology Unit (ITU) shall provide technical support to the BAC in the conduct of all Electronic Procurement Activities (EPA).

V. PRE-BIDDING CONFERENCE

- a. Pre-bidding Conference shall be conducted online, thru ZOOM Application or any other application thru virtual means. The link of which shall be provided by the BAC Secretariat on the day of scheduled activity.
- b. The BAC, TWG, End-user, BAC Secretariat and Observers as required to be present, shall be on virtual/online session.
- c. Prospective Bidders (PB) who opt to attend online shall have pre-registered or submitted the name of their company's representative for said undertaking, at least two (2) days prior to the scheduled activity. Only one (1) account or authorized representative per PB shall be granted access to the video conferencing.
- d. PBs who opt to participate inside the NPO shall only be allowed in the place designated for the purpose such as the NPO Atrium or any other area inside the NPO premises, and where ITU personnel shall set-up the required electronic facilities for online session. Similarly, only one representative per PB shall be allowed entry in the NPO premises, in view of the stringent safety and health protocols being implemented by the NPO management.
- e. The BAC Secretariat shall open the virtual meeting room thirty (30) minutes before the scheduled activity. All participants are highly encouraged to conduct testing of internet connection during this time to ensure successful connection thereto.
- f. In joining the videoconferencing, all participants are required to login using their real name and not use pseudonyms, aliases or any other assumed name for purposes of transparency and proper acknowledgement.
- g. Checking of attendance shall be coursed thru the Chat Box and/or thru affixing their digital/e-signatures on the attendance form which will be carried out by the BAC Secretariat. Photos shall be taken by the Secretariat at the start and end of every meeting as proof of attendance in the meeting/conference. As such, all participants are required to turn on the video camera of the laptop, tablet or mobile device in use for the said undertaking. In addition, mics of all participants are requested to be muted, to be unmuted only, once recognized and allowed to speak by the Chair, or the Presiding Officer.

- h. All PBs are required to bring their own electronic gadgets for this purpose and are advised to have a stable internet connection during the conference.
- i. The NPO-BAC shall not be liable for any unexpected disruption due to poor/unstable signal which may cause prospective bidders' inability to catch up with the conference.
- j. Conference proceedings shall be recorded. All video conferences shall be recorded and stored by the Secretariat.
- k. All queries shall be entertained as long as it is related to the procurement activity that is currently being discussed to avoid confusion.
- l. Relevant queries not raised during the Virtual Pre-Bid Conference shall be coursed through the Secretariat, at least ten (10) calendar days before the deadline set for the submission and receipt of bids, pursuant to Section 22.5.1. of the revised 2016 IRR of RA 9184.
- m. To address such queries, the BAC shall respond to the concerned PB, either in a form of a letter or an issuance of a supplemental/bid bulletin, whichever is applicable. Provided said query was duly received by the BAC within the stipulated period as stated in Section V. (m) of the herein guidelines.
- n. Except when expressly allowed by the Chairperson, recording of virtual conferences by the PBs or any other unauthorized personnel is prohibited and shall be a ground for disqualification for the said procurement activity, without prejudice to the filing of appropriate charges, if warranted.
- o. Though, the written minutes of the pre-bid conference shall be made available to PBs, not later than five (5) days upon receipt of written request, in accordance to Section 22.4 of the 2016 revised 2016 IRR of RA 9184.
- p. Presentation of documents thru screen sharing on the video conferencing app shall be the duty of the Secretariat.

VI. BID OPENING

- a. Pending the full implementation of Item 4 of GPPB Resolution No. 9-2020, the BAC still requires submission of hardcopy of bid offer.
- b. Any delay that is not attributable to NPO is a ground for disqualification.
- c. All bids shall be submitted to the BAC Office stamped received by the Secretariat indicating date and time of receipt on the face of the envelope containing the bid.
- d. When warranted, Bid Openings may be conducted online, thru ZOOM Application or any other application thru virtual means. The conduct of Bid Openings shall be held simultaneously online via Zoom app or any other application thru virtual means, as well as on-site for Bidders who opt to attend the said activity within the NPO premises.
- e. In online Bid Openings, only the Chairperson or Vice-Chairperson and the Secretariat shall be present on site in the venue, while the rest of the BAC

members, TWG, End-user and other entities such as Observers and Secretariat as required to be present, shall be on virtual/online session.

- f. Bidders who opt to attend the Bid Openings online shall have pre-registered, at least two (2) days prior to the scheduled activity. Only one (1) account or authorized representative per Bidder shall be granted access to the videoconferencing, preferably one designated and/or appointed by way of Secretary's Certificate, Special Power of Attorney (SPA) or Board/Partnership Resolution, whichever is applicable.
- g. Bidders who opt to participate in the Opening of Bids inside the NPO shall only be allowed in the place designated for the purpose such as the NPO Atrium or any other area inside the NPO premises, and where ITU personnel shall set-up the required electronic facilities for online session. Similarly, only one representative per Bidder shall be allowed entry in the NPO premises, in view of the stringent safety and health protocols being implemented by NPO management. Preferably, the attendee is the authorized representative of the Bidder, as designated/appointed by way of a duly notarized Secretary's Certificate, SPA or Board/Partnership Resolution, whichever is applicable
- h. The BAC Secretariat shall open the virtual meeting room thirty (30) minutes before the scheduled activity. All participants are highly encouraged to conduct testing of internet connection during this time to ensure successful connection thereto.
- i. In joining the videoconferencing, all participants are required to login using their real name and not use pseudonyms, aliases or any other assumed name for purposes of transparency and proper acknowledgement.
- j. Checking of attendance shall be coursed thru the Chat Box and/or thru affixing their digital/e-signatures on the attendance form which will be carried out by the BAC Secretariat. Photos shall be taken by the Secretariat at the start and end of every meeting as proof of attendance in the meeting/conference. As such, all participants are required to turn on the video camera of the laptop, tablet or mobile device in use for the said undertaking. In addition, mics of all participants are requested to be muted, to be unmuted only, once recognized and allowed to speak by the Chair, or the Presiding Officer.
- k. Bidders shall be required to have a stable internet connection during the conference and the BAC shall not be liable for any unexpected disruption due to poor/unstable signal which may cause prospective bidders' inability to catch up with the activity.
- l. Conference proceedings shall be recorded by the Secretariat.
- m. Except when expressly allowed by the Chairperson, the recording of virtual conference is prohibited and shall be a ground for disqualification for the particular procurement activity, without prejudice to the filing of appropriate charges, if warranted.

- n. Presentation of documents thru screen sharing on the video conferencing app shall be the duty of the Secretariat.

VII. POST-QUALIFICATION EVALUATION

- a. Post-Qualification Evaluation shall be conducted online, thru ZOOM Application or any other application thru Virtual means.
- b. Except for the Chairperson or the authorized Presiding Officer and the Secretariat, all of whom shall be onsite during the proceedings, all other members of the BAC, TWG, End-User, Secretariat and Observers shall be on virtual/online session.
- c. Checking of attendance shall be coursed thru the Chat Box and/or thru affixing their digital/e-signatures on the attendance form which will be carried out by the BAC Secretariat. Photos shall be taken by the Secretariat at the start and end of every meeting as proof of attendance in the meeting/conference. As such, all participants are required to turn on the video camera of the laptop, tablet or mobile device in use for the said undertaking. In addition, mics of all participants are requested to be muted, to be unmuted only, once recognized and allowed to speak by the Chair, or the Presiding Officer.
- d. Conference proceedings shall be recorded. All video conferences shall be recorded and stored by the Secretariat.
- e. Presentation of documents thru screen sharing on the video conferencing app shall be the duty of the Secretariat.

VIII. OTHER BAC ACTIVITIES

- a. Other BAC Activities are as follows:
 - i. Special/Executive Meetings
 - ii. BAC Updates and/or Status Meetings
 - iii. Other procurement activities/discussions deemed necessary and can be conducted virtually
- b. The following shall be the procedures during the conduct of Other BAC Activities:
 - i. Other BAC Activities shall be conducted online, thru ZOOM Application or any other application thru Virtual means.
 - ii. The ITU shall provide technical support to the BAC in the conduct of all EPA.
 - iii. The BAC Secretariat shall provide the necessary administrative support in the preparation and conduct of the Virtual Meeting.
 - iv. The BAC, TWG, End-User(s) as required to be present, shall be on virtual/online session.
 - v. Checking of attendance shall be coursed thru the Chat Box and/or thru affixing their digital/e-signatures on the attendance form which will be carried out by the BAC Secretariat. Photos shall be taken by the BAC

Secretariat at the start and end of every meeting as proof of attendance in the meeting/conference. As such, all participants are required to turn on the video camera of the laptop, tablet or mobile device in use for the said undertaking. In addition, mics of all participants are requested to be muted, to be unmuted only, once recognized and allowed to speak by the Chair, or the Presiding Officer.

- vi. Conference proceedings shall be recorded. All video conferences shall be recorded and stored by the Secretariat.
- vii. All queries will be entertained as long as it is related to the subject/agenda of the meeting that is currently being discussed to avoid confusion.
- viii. Relevant queries not raised during the Virtual Conference can be coursed through the Secretariat.

IX. For Attendance during BAC Meetings and Conferences:

- a. The attendees are advised to send via the chat box the following:

For NPO Employees:

NAME / DESIGNATION or POSITION / CURRENT LOCATION

For Non-NPO (Prospective Bidders, Observers)

NAME / DESIGNATION or POSITION/ COMPANY or ORGANIZATION /
CONTACT NUMBER/ EMAIL ADDRESS/ CURRENT LOCATION

- b. Photos taken during the meeting shall form part of the requirement for the attendance. This shall be conducted by the BAC Secretariat.
- c. Once above requirements are met, the BAC Secretariat, upon the authorization and instruction of the NPO attendees shall affix their digital signature in the attendance form.

Information sent via chat and photos taken during the virtual meeting shall be printed and shall suffice the attendance requirement by the Non-NPO attendees.

GUIDELINES IN THE USE OF DIGITAL/ ELECTRONIC SIGNATURE (e-Signature)

In compliance with the GPPB Resolution No. 16-2019 dated 17 July 2019 entitled "Approving the Use of Digital Signature in Procurement Related Documents" by all Procurement Entities (PEs), the National Printing Office Bids and Awards Committee (NPO BAC) hereby adopts the use of digital signatures in all procurement-related documents, including but not limited to¹:

- (a) Project Procurement Management Plan;
- (b) Annual Procurement Plan;
- (c) Request for Quotation;

- (d) Request for Proposal;
- (e) Philippine Bidding Documents;
- (f) Invitation to Bid;
- (g) Request for Expression of Interest;
- (h) Supplemental/Bid Bulletin;
- (i) Notice of Postponement of Bid Opening;
- (j) Notice of Eligibility or Ineligibility;
- (k) Notice of Short Listing;
- (l) Abstract of Quotations;
- (m) Abstract of Bids as Read;
- (n) Abstract of Bids as Calculated;
- (o) Bid Evaluation Report;
- (p) Notice to Bidder with the Lowest Calculated Bid;
- (q) Post-Qualification Report;
- (r) Notice of Post-disqualification;
- (s) Notice of Award;
- (t) Approval of Higher Authority;
- (u) Notice to Proceed;
- (v) Reply to Motion for Reconsideration and Protest;
- (w) Bids and Awards Committee (BAC) Resolutions;
- (x) Blacklisting Order;
- (y) Procurement Monitoring Report; and
- (z) Agency Procurement Compliance and Performance Indicators.

[Item 3 of GPPB Resolution No. 16-2019, dated 17 July 2019]

I. Procedures in affixing Digital/E-Signature

a. For Post Qualification Report, Abstract of Bids as Calculated, and BAC Resolutions:

1. Digital/E-Signatures may be affixed after the Post Qualification Conference to both Post Qualification Report, Abstract of Bids as Calculated and BAC Resolutions as the case may be. In the said documents, the attendance record (printed data from the chat box), including the photo taken during the conference shall be attached. If majority of the members present approves the said documents, the approving BAC members shall immediately authorize the signing of the documents using their digital signatures; or
2. The BAC Secretariat transmits the document to the attendees' email address for their perusal. If majority of the BAC members approves the said documents, the approving BAC members shall immediately authorize the signing of the document/s using their digital signatures.

3. The use of digital signature shall be allowed in cases where authorized signatories have obtained their individual Signing Certificate or Digital Signature with the Department of Information and Communications Technology (DICT) pursuant to the provisions of the Advisory dated 12 September 2019 issued by the Technical Support Office (TSO) of the Government Procurement Policy Board (GPPB)².

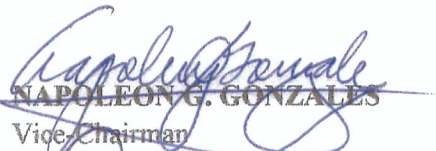
The BAC Secretariat transmits the document to the attendees' email address so they can affix their signature themselves and return the signed document to the BAC Secretariat for the succeeding signatory until the document contains all the required signatures (BAC Members, TWG and End-Users) prior to the printing of the same document and the attachments stated above.

For information and guidance

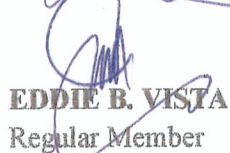


ENGR. NEIL L. MACARAEG


Chairman



NAPOLION G. GONZALES
Vice-Chairman



EDDIE B. VISTA
Regular Member



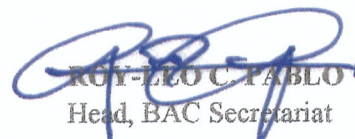
MICHELLE F. JAPSON
Provisional Member



YOLANDA B. MARCELO
Regular Member



CHERYL F. BABAGO
Regular Member



ROY-LEO C. PABLO
Head, BAC Secretariat