

## Simple Guide to the Miscellaneous Procurement Reports

### **Annual Procurement Program or Procurement List (including Supplemental Procurement)**

The Annual Procurement Program provides information on the individual items or article and specification or description of goods and services to be procured by the LGU; the procurement method; the procuring office or fund source; the unit price or estimated cost or approved budget for the contract; and the procurement schedule.

#### Preparation

- (1) The General Services Officer consolidates, recommends the program for the Calendar Year and
- (2) The Local Chief Executive, i.e., Mayor or Governor, approves the Annual Procurement Program.

#### Form Used

Form No. 2: Annual Procurement Program

#### When to Post

On or before January 31 of each year. Supplemental Procurement Programs are posted not later than 15 days after approval by the head of the procuring unit.

ANNUAL PROCUREMENT PROGRAM  
CALENDAR YEAR \_\_\_\_\_

Name of Local Government Unit:													
Program Control No.					PLANNED AMOUNT								
Department/Office:					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	Distribution							
						1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
TOTALS													

This is to certify that the above procurement program is in accordance with objectives of the LGU

Recommended by:

Approved by:

City General Services Officer

LCE

**Items to Bid**

The Items to Bid provides information on individual Invitations to Bid as prescribed by the Government Procurement Reform Act (GPRA, Republic Act No. 9184). This report is updated on a quarterly basis.

Preparation                      Bids and Awards Committee Chairperson or Officer-in-Charge

Form Used                        Bid Form

When to Post                    Within the prescribed period under the GPRA, and to be updated quarterly.

BID FORM

Date \_\_\_\_\_  
 Invitation to Bid No. \_\_\_\_\_

\_\_\_\_\_  
 (Office)

\_\_\_\_\_  
 (Address)

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to \_\_\_\_\_ in conformity with the said Bidding Documents in accordance with the schedule of prices:

Article / Description	Total Amount

We undertake, if our bid is accepted, to \_\_\_\_\_ in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts and within the times specified in the Bidding documents.

We agree to abide by this Bid and validity of our bid until \_\_\_\_\_, 2011 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commission or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and Address of Agency	Amount and Currency	Purpose of Commission or Gratuity

(If none, state "None")

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We certify/confirm that we comply with the eligibility requirements per ITB Clause 5 of the Bidding Documents.

\_th day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 (In the capacity of)

Duly authorized to sign Bid for and in behalf of \_\_\_\_\_

**Bid Results on Civil Works, and Goods and Services**

The Bid Results provide information on the results of all biddings conducted by the LGU with the following details: project reference number; name and location of project; name (company and proprietor), and address of winning bidder; bid amount; approved budget for the contract; bidding date, and; contract duration. This report is updated on a quarterly basis.

<u>Preparation</u>	Bids and Awards Committee
<u>Form Used</u>	Infrastructure Bid-Out and Goods and Services Bid-Out
<u>When to Post</u>	Within the prescribed period under the GPRA, and to be updated quarterly.

Republic of the Philippines  
INFRASTRUCTURE BID-OUT

OFFICE:

NO.	REFERENCE NO.	NAME OF PROJECT	LOCATION	BARANGAY	WINNING BIDDER	NAME AND ADDRESS	BID AMOUNT	ABC	BIDDING DATE	CONTRACT DURATION

COMMITTEE ON BIDS AND AWARDS:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Members

\_\_\_\_\_  
Members

Republic of the Philippines  
GOODS AND SERVICES BID-OUT

OFFICE:

REFERENCE NO.	DATE OF BIDDING	ITEM DESCRIPTION	ABC	BID AMOUNT	WINNING BIDDER/S	NAME AND ADDRESS OF BIDDER

COMMITTEE ON BIDS AND AWARDS:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

\_\_\_\_\_  
Members

Republic of the Philippines  
CONSULTING SERVICES BID-OUT

OFFICE:

NO.	REFERENCE NO.	NAME OF PROJECT	LOCATION	BARANGAY	WINNING BIDDER	NAME AND ADDRESS	BID AMOUNT	ABC	BIDDING DATE	CONTRACT DURATION

COMMITTEE ON BIDS AND AWARDS:

\_\_\_\_\_ Chairman

\_\_\_\_\_ Vice-Chairman

\_\_\_\_\_ Members

\_\_\_\_\_ Members



**Abstract of Bids as Calculated**

The Abstract of Bids as Calculated provides information on the results of bidding showing the amount of bids as calculated by the Bids and Awards Committee (BAC), indicating the name of project; location, implementing office; approved budget for the contract; quantity and items subject for bidding, and; bids of competing bidders, to be updated quarterly

Preparation                      Bids and Awards Committee

Form Used                        Abstract of Bids as Calculated

When to Post                    Within the prescribed period under the GPRA, and to be updated quarterly.

Republic of the Philippines  
Department of the Interior and Local Government

ABSTRACT OF BIDS AS CALCULATED

PROJECT NAME:  
APPROVED BUDGET FOR THE CONTRACT: Php  
THE BIDS OPENED ON \_\_\_\_\_  
COMMITTEE OF THE BIDS AND AWARDS

TIME: \_\_\_\_\_

VENUE: \_\_\_\_\_

No.	Description	Supplier's Name									
		Canvasser									
		Quotations									
		Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount

\_\_\_\_\_

Chairman

\_\_\_\_\_

Vice- Chairman

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Member

\_\_\_\_\_