

How to Prepare Your Bidding Documents

Harmonizing Your New Bidding Documents
Aligned with the 2016 Procurement Law IRR

9:00am to 5:00pm, Thursday & Friday, June 28 & 29, 2018
Manila Marriott Hotel, Pasay City, Philippines

OBJECTIVES:

1. To provide better understanding of the various provisions of the Philippine bidding documents for the procurement of goods, infrastructure projects and consulting services;
2. To help the procuring entities adequately prepare a set of bidding documents that will be responsive to the needs of the end users; and
3. To allow the prospective bidders prepare bids that will be responsive to all the requirements for the procurement thereby increasing their chances of getting government projects.

TOPICS TO BE DISCUSSED:

1. Legal Reference
 - This will give the participants an understanding of the legal basis for the use of the bidding documents and its significance in the success of the procurement process. Discussions will give particular emphasis on the following:
 - a. Section ____ of RA 9184
 - b. Section ____ of the 2016 Revised IRR
2. Overview on the conduct of public bidding:
 - This will allow the participants, both the greenhorns and old-timers alike, to have a uniform understanding of the various activities involved in the procurement process done through public bidding. This will cover all the areas of procurement namely Goods, Infrastructure Projects, and Consulting Services.
3. Preparation of Bidding Documents for the Procurement of Goods, Infrastructure Projects, and Consulting Services
 - These sessions will provide detailed discussions on the different sections of the bidding documents for Goods, Infrastructure Projects and Consulting Services as enumerated below. Discussions will include concepts such as, but not limited to, relevant period, similar contracts, single largest completed contract, and many more. This will include common errors encountered and the corresponding solutions.
 - A. Bidding Documents for the Procurement of Goods
 1. Section I. Invitation to Bid
 2. Section II. Instructions to Bidders
 3. Section III. Bid Data Sheet
 4. Section IV. General Conditions of Contract

5. Section V. Special Conditions of Contract
6. Section VI. Schedule of Requirements
7. Section VII. Technical Specifications
8. Section VIII. Bidding Forms
9. Section IX. Foreign-Assisted Projects

B. Bidding Documents for the Procurement of Infrastructure Projects

- Section I. Invitation to Bid
- Section II. Instructions to Bidders
- Section III. Bid Data Sheet
- Section IV. General Conditions of Contract
- Section V. Special Conditions of Contract
- Section VI. Specifications
- Section VII. Drawings
- Section VIII. Bill of Quantities
- Section IX. Bidding Forms
- Section X. Foreign-Assisted Projects

C. Bidding Documents for the Procurement of Consulting Services

PART I

- Section I. Request for Expression of Interest
- Section II. Eligibility Documents
- Section III. Eligibility Data Sheet

PART II

- Section I. Notice of Eligibility and Short Listing
- Section II. Instructions to Bidders
- Section III. Bid Data Sheet
- Section IV. General Conditions of Contract
- Section V. Special Conditions of Contract
- Section VI. Terms of Reference
- Section VII. Bidding Forms
- Section VIII. Appendices

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