

# HOW TO PREPARE YOUR BIDDING DOCUMENTS FOR PROCUREMENT OF GOODS

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1:30PM to 4:45PM, Wednesday, 17 August 2021 via ZOOM

## COURSE OUTLINE

### OBJECTIVES:

1. To provide better understanding of the various provisions of the Philippine Bidding Documents (PBDs) for the procurement of goods.
2. To help the procuring entities adequately prepare a set of bidding documents that will be responsive to the needs of the end users.
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 changes that have been made in the 5th Edition of the PBDs resulting in the issuance of the 6th Edition of the PBDs.
2. Preparation of Bidding Documents for the Procurement of Goods as they relate to the conduct of competitive public bidding.
  - These sessions will provide discussions on the salient provisions of the bidding documents for Goods as enumerated below. Discussions will include concepts and applications 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.
  - The Philippine 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. Checklist of Technical and Financial Documents

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