

## ANNEX 6 GUIDELINE ON PHILGEPS POSTING

**Maintain/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from January 1, 2020 to December 31, 2020, including the Early Procurement of FY 2019 Non-CSE items. Certificate of compliance to PhilGEPS is no longer necessary.

Agencies should track their status through PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx>.

Departments/agencies should ensure that the status of notices in the PhilGEPS system for all transactions for the period January 1, 2020 to December 31, 2020, including the Early Procurement of FY 2021 Non-CSE items, is **updated** on or before **January 31, 2021**. *Failed or cancelled bid status should still be updated in PhilGEPS.*

If the agency is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for transactions above one million (P1,000,000) in the PhilGEPS due to factors that are outside the control of the agency, the agency should submit a letter to or inform PhilGEPS and submit a letter of explanation addressed to the AO25 IATF on or before January 31, 2021. Acceptance of explanation/justification shall be subject to the recommendation of PhilGEPS.

See the required actions for each status of Notice in PhilGEPS:

Status of Notice in PhilGEPS	Status of Award in PhilGEPS	Required Action
Closed / Closed – Pending Opening	Null	Identify specific bid result and explain the status of each line item.  The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a> .
Closed / Closed – Pending Opening	Posted	Identify specific bid result for each line item and post the Notice to Proceed and Approved Contract in PhilGEPS  In the event that the agency cannot post the NTP and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a> .
Awarded	Null	Identify specific bid result for each line item and post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS  In the event that the agency cannot post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a> .
Awarded	Posted	Post the Notice to Proceed and Approved Contract in PhilGEPS.  In the event that the agency cannot post the Notice to Proceed and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a> .

*If departments/agencies are unable to post, they must provide a justification signed by the Head of Procuring Entity and by the BAC Chair and submit to [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph). Kindly follow the format below:*



**DEPARTMENT OF AGRICULTURE, RFO 5**

San Agustin, Pili, Camarines Sur

The justification/s being issued in response to the non-compliance of posting of the following items on the PhilGEPS website as of January 13, 2021:

Reference No.	Notice Title	Line Item ID	Notice Status	Award Status	Remarks / Explanation
7256656	Supply and Delivery of 8,320 pcs. Citrus Budded Calamansi; 75,000 pcs. Grafted Cacao; 2,500 pcs. Grafted Rambutan; 3,000 pcs. Grafted Coffee (Robusta) and 3,000 pcs. Grafted Mango for Distribution to				2021 Advance Procurement
7256668	Supply and Delivery of Various Agricultural Equipment for Implementation under Rice Program 2021				2021 Advance Procurement
7256671	Supply and Delivery of Various Agricultural Inputs for Gulayan sa Paaralan Program				2021 Advance Procurement
7256680	Supply and Delivery of Lot 1- Hybrid Vegetable Seeds; Lot 2- OPV Vegetable Seeds and Lot 3- Gabi Tuber, Sweet Potato Cuttings, Gabi Runner, Ginger Seed Pieces and Pineapple Suckers				2021 Advance Procurement
7256688	Supply and Delivery of Lot 1- Plastic Crates; Lot 2- Water Plastic Drum, HDPE Pipe and Water Hose; Lot 3- Garden Tools and Lot 4- Knapsack Sprayer and Pole Pruner				2021 Advance Procurement
7259551	Supply and Delivery of Lot 1- Rice Seeds, Lot 2- OPV Corn Seeds, Lot 3- Assorted Vegetables Seeds, Lot 4- Organic Fertilizers and Vermi Worms				2021 Advance Procurement
7259871	INVITATION TO BID FOR Supply and Delivery of Seven Thousand (7, 000) pcs Laminated Sacks and One Hundred Forty Thousand (140,000) pcs Plastic Sacks for distribution to intended recipients of SAAD Prog				2021 Advance Procurement
7260017	Supply and Delivery of Assorted Vegetable Seeds for distribution to SAAD beneficiaries under FY2021 SAAD - HVCDP				2021 Advance Procurement
7260113	Supply and Delivery of Lot 1 3,500 bags Upland Rainfed Rice Seeds and Lot 2 3,500 bags Complete Fertilizer for distribution to intended recipients during the implementation of 2021 SAAD Program				2021 Advance Procurement



7260204	Supply and Delivery of various Planting Materials (Budded Calamansi, Gabi Corn/Tuber, Ginger Seedpieces, Mungbean and Peanut) for distribution to intended recipients during the implementation of 2021				2021 Advance Procurement
7260352	Supply and Delivery of various office supplies for use of SAAD RPMSO and PPMSO Sorsogon, Catanduanes and Masbate for FY2021				2021 Advance Procurement
7272933	Supply and Delivery of various farm machineries/equipments for implementation under 2021 SAAD Program				2021 Advance Procurement
7273096	Supply and Delivery of various fertilizers, assorted vegetable seeds and Agricultural supplies for distribution to the SAAD Organic Agriculture Program				2021 Advance Procurement
7273127	Supply, Delivery, commissioning and Installation of 6 Units Solar Power Irrigation System for the Implementation under Organic Agricultural Program				2021 Advance Procurement
7273161	Supply and Delivery of various fertilizers (Complete Fertilizer, Urea Fertilizer, Muriate of Potash and African Night Crawler) for distribution to SAAD beneficiaries under FY 2021 SAAD HVCDP Program				2021 Advance Procurement
7273332	Supply and Delivery of Lot 1 - 4,800 heads Free Ranged Chicken, Lot 2 2,400 heads Ducks and Lot 3 80 heads Draft Animals (Caraheifer) under 2021 Livestock and Poultry Program				2021 Advance Procurement
7273350	Supply and Delivery of Lot 1 - Forage Chopper, Lot 2 - Incubator with Hatcher and Lot 3 - Compact Feed mill under 2020 Livestock and Poultry Program				2021 Advance Procurement
7273390	Supply and Delivery of Lot 1- 2 units Agri Waste Shredder Machine, Lot 2- 50 pcs Knapsack Sprayer and Lot 3- Supply, delivery, installation and commissioning of 1 unit Brown Ricemill for the impleme				2021 Advance Procurement
7273397	Labor and Materials for the Lot 1- Repair/Improvement of Pili Laboratory at ARDC-Tabaco City, Albay under 2021 Other R&D; Lot 2- Repair of 750M Perimeter and Divisional fence at RCBC, Mabato-Bato, Manda				2021 Advance Procurement



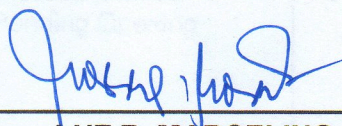
7273559	Labor and Materials for the Constructions of Lot 1-Seed Storage Facility; Lot 2-Farm Machinery Shed and Lot 3-Multi Crop Drying Pavement (MPDP)				2021 Advance Procurement
7273573	Supply and Delivery of Post-Harvest Farm Production Related Machinery and Equipment				2021 Advance Procurement
7273585	Supply and Delivery of Lot 1-Hybrid Vegetable Seeds; Lot 2- OPV Vegetable Seeds for Buffer Stocking and Lot 3- Mungbean, Soy Bean and Peanut for Legumes Production				2021 Advance Procurement
7273606	Supply and Delivery of Various Irrigation Network Service Projects				2021 Advance Procurement
7273680	Labor and Materials for the Canal Extension in the Province of Camarines Norte for Implementation of DA Projects under Rice Program 2021				2021 Advance Procurement
7273709	Labor and Materials for the Construction of Diversion Dam in the Province of Camarines Sur				2021 Advance Procurement
7273759	Supply and Delivery of Lot 1-3,040 bags Public Hybrid Palay Seeds, Lot 2-2,000 bags Hybrid Palay Seeds				2021 Advance Procurement
7290149	Supply and Delivery of Various Drugs and Biologics under 2021 Livestock and Poultry Program				2021 Advance Procurement
7290627	Supply & delivery of Lot 1- Various Agricultural Supplies, Lot 2- Fertilizer and Lot 3 Cassava Stalks for the implementation under FY 2021 SAAD Corn Program				2021 Advance Procurement
7290644	Supply & delivery of Lot 1- 1,020 pcs Polyethylene Laminated Tarpaulin/Trapal, Lot 2- Various Agricultural Supplies and Lot 3 2,000 pcs Plastic Crates for the implementation under SAAD HVCDP 2021				2021 Advance Procurement
7290769	Supply and Delivery of 20,000 bags Certified Palay Seeds for the Implementation of Seed Reserve under National Rice Program 2021				2021 Advance Procurement
7290829	Labor and Materials for Lot 1- Upgrading of Central Bicol Experiment Station (CBES) Admin Bldg, Lot 2-Upgrading of Regional Technology Commercialization Center (RTCC) under Rice Program 2021				2021 Advance Procurement
7292149	Supply and Delivery of Lot 1 Feeds for use at DA-RFO-5, Lot 2 Feeds for use at RDPTC and Lot 3- Corn Silage under 2021 Livestock and Poultry Program				2021 Advance Procurement



7292174	Printing and Delivery of 600,000 pcs Enrollment Form under 2020 Registry System for Basic Sectors in Agriculture (RSBSA)				Waiting for Fund release
7316989	Supply and Delivery of 78,869 bags Hybrid Palay Seeds for use under Rice Program 2020				2021 Advance Procurement
7326252	Labor and Materials for the Repair and Improvement of Solar Powered Irrigation System (SPIS) in 2nd and 5th District of Camarines Sur for Implementation of DA Projects under Rice Program 2020				NOA for signature of Supplier / Contractor
7333067	Supply and Delivery of Lot 1-2 units Light Cargo Truck and Lot 2-1 unit Light Delivery Van for use at DA RFO 5				2021 Advance Procurement

**IN WITNESS WHEREOF**, we have hereunto affixed our signatures on the 26th day of January 2021 at **Department of Agriculture, Region 5, San Agustin, Pili, Camarines Sur** Philippines.

**Signed by:**



**LUZ R. MARCELINO**

RTD for Operations  
BAC Chairperson

mp

**Date:**

**Noted by:**



**RODELL P. TORNILLA, MABE**

Regional Executive Director  
Head of Procuring Entity

**Date:**